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ABSTRACT

The purpose of this guide is to help educators consider the community as an integral part of the total educational program. The document is divided into two major parts. Part one contains a guide for the use of community resources. These uses are categorized into the following five areas: (1) developing resource linkages; (2) the school as a community; (3) the community as a school; (4) communicating across linkages; and (5) personnel development. Part two contains a bibliography of different types of enterprises from which educational materials are available. These enterprises are categorized by the following occupational clusters: agriculture/forestry; construction; finance/insurance; government/public service; health/learning; manufacturing/mining; personal service/entertainment; transportation; wholesale/retail; and other (for those resources not classified by the previous categories). These enterprises make up the employment opportunities in Indiana communities. In most cases, the types of resources available are printed materials which emphasize the nature and opportunities of specific jobs or groups of jobs. An alphabetical index by occupation is appended. (BM)

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COMMUNITY RESOURCES GUIDE

A Bibliography and Guidelines for
Use of Community Resources

U.S. DEPARTMENT OF HEALTH,
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PREFACE

Throughout the history of the career education movement, much has been written about the need to establish learning environments relating education to work. In some cases this is entirely possible within the resources of the classroom. In other cases the walls of the school have to be considered as extending to the corners of the community. In any community there exists a gold mine of sights, smells, sounds and knowledge that can enrich the career development of students, if it is made available to them at the right time.

For too long, schools have operated apart from the community. Over this same period, many individual teachers have used the learning experiences of the community routinely. The career education concept necessitates bridging the school/community gap in order to provide relevant and realistic learning experiences.

Although there are differences in their size and organization, all communities have much in common. They have people and places where people work as well as students and educational systems. The students attending the schools may differ in talents, interests and needs, but each requires knowledge and practice directed toward productive and fulfilling employment.

All students need to discover the range of careers and life-styles available and suitable to themselves, to identify those in which satisfaction and success are probable, and to investigate the necessary preparation for each area of interest.

Providing these experiences is the goal of a career education effort. It is the purpose of this publication to provide guidance to the many options that exist for linking the learning site and the earning site. The guide is divided into two parts. Part I is concerned with how community resources may be used effectively by educators. Part II is a bibliography of resources available to educators from businesses, industries, labor unions, professional associations and government agencies.

Dr. Gerald O. Dudley and the staff at the Indiana Career Resource Center are responsible for the research and compilation of information in this publication. The guide is intended as a companion document to the Indiana Career Education State Plan to achieve implementation of career education at the local level. Additional information and assistance is available by request from the Indiana Career Resource Center, South Bend; Careers Resource Project, Evansville; and the Indiana Department of Public Instruction.

Nancy Harris, Director
Indiana Career Education
State Plan

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PART I

A GUIDE FOR THE USE OF COMMUNITY RESOURCES

INTRODUCTION

The purpose of the guide is to help educators consider the community as an integral part of the total educational program. There are many options that exist for educators to involve the community in positive learning experiences for individuals.

The options fall broadly within the areas of 1) developing resource linkages, 2) the school as a community, 3) the community as a school, 4) communicating across linkages, and 5) personnel development. Each section addresses important aspects of the five options and provides suggestions for using such linkages.

DEVELOPING RESOURCE LINKAGES

Collaborative efforts between schools and the community should not be expected to occur overnight. They sometimes take months and even years to develop. One way to insure continuity of programs and reduce redundancy of effort is through establishment of a local advisory committee.

What is an advisory committee?

A career education advisory committee is a group of persons from the work force, but predominately from outside the field of education, which provides interaction with educators about ways in which education/community collaboration can be effected. Although in most cases the result is advice or assistance, in some cases program administration may occur.

In the establishment of a local advisory committee, several critical points need to be considered:

a. Identify and seek counsel from those community opinion leaders who are committed to education and work collaboration.

b. Business and labor leaders, education and community members value their time. Appraise them early of how much time they will be expected to volunteer.

c. Consider power base and funding implications. Politically oriented groups provide early assurance for fundings and program legitimacy. Concerned citizen groups will help to avoid political pressures but have more difficulty establishing a power base and needed funds.

d. Design action projects early to assure involvement.

e. Recognize and address the hidden biases of committee members. Everyone "owns" some, which are best to get on the table early.

What does an advisory committee do?

The major purpose for education/work committee collaboration is to verbally test the wisdom of any use of community resources prior to implementation. Secondary purposes relate to the development and installation of resource-use projects and evaluation of the benefits derived from such efforts.

Although far from exhaustive, the following is a list of appropriate advisory committee functions:

a. Advise on the development of school year and long-range plans for career education.

b. Suggest development of new career education approaches.

c. Promote career education in the schools, throughout the community and legislatively.

d. Review information sources to insure they meet current realities and needs of the world of work.

e. Aid in obtaining relevant learning resources (both human and material) for classroom use.

f. Assist in developing local field sites and personnel to contact.

g. Provide inservice opportunities.

What about membership?

In order for an advisory committee to be representative of the community, certain points should be considered regarding the members, their contributions and their selection:

a. Seek a representative of the community in the following areas: (both labor and management)
   Agricultural/Forestry
   Health/Learning
   Personal Service/Entertainment
   Transportation
   Construction
   Manufacturing/Mining
   Government/Public Service
   Wholesale & Retail Trade
   Finance/Insurance
   Other

b. They should be capable of making decisions about the backing and involvment of their organization without taking every issue back for administrative approval.

c. They should be formally appointed by an official board of the school or system. An example of such an arrangement is:

   The board_____hereby approves and authorizes the establishment of a citizens' advisory committee for career education. The recommendations of the committee will function according to board policy. The board reserves the right to terminate the services of the committee (or members) when such action would be in the best interests of the school.

The following members are recommended as having an interest in becoming appointees during the _____year.

_____ _____

_____ _____

_____ _____

Date_____

Board authorization _____
signature(s)

THE SCHOOL AS A COMMUNITY

It may not always be possible to extend the school walls to the corners of the community, but it is almost always possible to make arrangements to extend the community into the classroom.

Deciding on such a course of action would require a reason or reasons, such as:

- the provision of a learning experience not normally available in the classroom
- the need to meet a unique learning objective
- the opportunity to provide staff and students with additional up-to-date career related information
- the potential for exposure to complementary adult career models
- the assurance of new insights into the reality of work
- the potential to broaden public understanding of career education in the schools
- the enhancement of possibilities for job placement or future opportunities for students

Possible Courses of Action

Once a decision has been made to venture into a consideration of the school as a community, there are several learning paths that might be considered. Some of the suggestions take more preparation than others and may also vary in the degree of administrative approval necessary for implementation.

a. Enrichment opportunities - Some students have been allowed to engage in enrichment projects for credit in their coursework. One possible direction for this enrichment could be through the exploration of an area of vocational interest within the community.

b. Career Laboratory - As a supplement to any course work, a career laboratory could be developed which would offer a series of career exploration activities and testing to assist in the career decision-making process.

c. Career Resource Center - A permanent collection of community resources as well as media related to work options in the community could be housed in a library, curriculum area or guidance area.

d. Mini-Course Curriculum - Wherever offerings of required courses have been organized around a smorgasbord of short-term high interest programs, the possibility of a career exploration segment may be considered.

e. Cooperative Education - The work-study programs offered in vocational education provide in-school related classwork to supplement the work experience. The opportunity to explore job survival skills is heightened in such an arrangement.

f. Student-Operated Businesses - Junior Achievement provides a structured opportunity for students to experience the operation of a business. Other opportunities, such as part-time work placement, production line enterprises, etc., are possible and should be considered.

g. Teacher exchanges - Many teachers have rich and varied backgrounds, including travel, hobbies and work experiences and could serve as resources to other teachers. Administrative, food service, clerical, custodial and transportation employees are also excellent potential resources for classroom consideration.

h. Career speakers - Human resource persons who would visit the classroom to discuss their career fields are abundant in every community.

Where Do You Begin Searching?

Human resource contacts should be considered from as many different areas as possible. At the local level several proven directions have been used to locate potential resources:

a. Parents - What better way to get Mom and Dad involved? Parent/teacher conferences offer an opportunity to mention the Resources Program to parents.

b. Clubs and Associations - Many clubs already have an existing list of volunteers. There is usually a program chairman or education chairman to contact who will be able to give you necessary member-contact information.

c. Already Existing Lists - Professional organizations sometimes have speaker banks which they will share. The organization may be willing to assist in the arrangement of speakers as well.

d. Yellow Pages - You can usually find what you are looking for in the way of human resources by skimming and calling.

e. Retirement communities - In many cases a gold mine of resources is available from among the retired population. They also have time to spend with youth.

f. Volunteer Associations - A well-developed listing of human resources and a willingness to be involved is found in the volunteer programs of any community.

At the national level, several organizations with local affiliates have taken strong positive positions regarding their involvement in career education. These sources should also be considered during a search for resources:

a. Chamber of Commerce of the United States

b. Business and Professional Women's Foundation

c. American Society for Training and Development

d. Joint Council on Economic Education

e. National Association of Manufacturers

f. National Association of Trade and Technical Schools

g. American Telephone and Telegraph

h. The National Alliance of Businessmen

i. General Motors Corporation

j. American Motors

k. General Electric

l. General Dynamics

m. Shell Oil Company

n. Kodak

o. National Association for Industry/Education Cooperation

Tips on Using Human Resources in the School

There are a variety of do's and don'ts associated with the invitation of a representative of the community to become an active part of the school's curriculum. One consideration relates to the readiness of the student, a second to the readiness of the resource person and a third to the

environment in which the meeting occurs.

a. Student preparation and follow-through

1. Related class activities should be scheduled prior to the resource person's visit.

2. Discussion questions should be developed co-operatively by students and teacher.

3. Students should be provided with final details of the visit, basic data on the resource person and any background materials on the topic to be covered.

4. A common understanding of acceptable student conduct and courtesy while the resource person is present should be established.

5. The student host committee should be waiting in the principal's office to greet the resource person and escort him/her.

6. Class activities related to the resource person's presentation should be subsequently undertaken. (Class discussion, projects and laboratory work, further suggested readings, other use of community resources, etc.)

7. The student host committee or teacher should write thank you notes.

8. Recognition should be provided to the resource person in local media if he or she has no objection.

9. Any recording of the presentation should be classified and filed for future use.

10. Provide an opportunity for students to react to and discuss the experience.

b. Resource Person Preparation

It is important to keep reminding yourself that you have a visitor in the school and it is up to you to explain activities whenever necessary. If boredom sets in during

the session, you need to take charge, get the discussion moving and help the speaker fulfill the goals of the presentation. The following considerations will help acclimate and relax any resource person:

1. Educational objectives to be achieved by the visit should be provided to the resource person.

2. Experiences to be included during the visit should be agreed upon.

3. A draft of discussion questions should be prepared in advance by teacher and students on a cooperative basis. The final questions are agreed upon by the resource person and the teacher. The teacher provides a copy of the questions to the resource person.

4. Date, time and location of the presentation should be provided to the resource person and the length of the presentation mutually agreed upon.

5. The teacher should provide the resource person with basic information about the class--grade level, size, previous career education experiences and special interests.

6. The resource person should be encouraged to wear work clothes and bring tools and other items representative of the career area.

7. The materials and equipment needed by the resource person should be determined.

8. The teacher should request any available background materials for class study before the visit. On many occasions, the resource person may want to obtain relevant handouts. The teacher could be facilitative by suggesting resources that are relevant to the speaker.

9. The resource person should be provided with directions to the school and information on parking. If appropriate, the resource person is requested to go to the principal's office upon arrival at the school.

10. The resource person's permission should be obtained if the presentation is to be recorded for future use.

11. Teacher should be prepared to reciprocate by serving as a host for community groups interested in visiting the school.

12. The following list of suggestions designed to heighten the effectiveness of the presentation may be sent to the resource person.

SAMPLE SUGGESTIONS FOR AN EFFECTIVE PRESENTATION

(Content)

- Have an interesting opening to help establish initial support with your audience.

- Have a few "barometer" questions ready for determining how much the group already knows about the subject and to involve them immediately.

- When using a specific example for further clarification, select one which might have been experienced by your audience. Talking down to your audience is as undesirable as talking over their heads.

- The extensive use of dates or statistics should be avoided whenever possible. They cloud the main ideas and are not retained by the students.

- When introducing what you think might be unfamiliar terminology, take time to write the word on the chalkboard or use an overhead projector with a transparency and explain the meaning. If you ask students, "Do you know what _____ means?" they will often say "Yes" when, in reality, they do not know the meaning.

- Visual materials (slides, charts, diagrams, artifacts, etc.) should be incorporated into your presentation whenever possible. These help immeasurably in keeping the students' interest at a high level. Handouts should be coordinated with the teacher beforehand.

- Allow time at the end of your presentation for students to ask questions, comment on the subject matter, or look at materials you used in your presentation.

The following types of questions will be of interest to most children:

1. What do you do on the job? Does your job require much reading, math....? (Children are interested in how school-taught skills fit in with job requirements in the world of work.)

2. Why did you take this job? Did others agree with your thinking?

3. What tools do you use? Does your job require any special type of clothing? Is there a special way of talking about your work?

4. Was this your first job choice? How many times did you change your mind about what you wanted to be before you went to work? Why?

5. What part of the job do you like best? Why? What part of it do you wish you didn't have to do? Why?

6. Who depends upon your work? Upon whom do you depend for your work?

7. What experiences and training on this job might prepare you for some other kinds of jobs should you ever want to change?

8. How does your job affect your personal life? Do you have to work nights? Are you tired when you get home? Do you have a job where you have to be nice to people all day--even people who are rude and ill-mannered?

9. Are people with your kinds of skills usually needed--even when business may be bad? Is your work seasonal? When could you work in this occupation? Is your kind of work limited to geographical areas?

10. What kind of education is necessary for this kind of work? Apprenticeship? Trade school? College? Advanced degrees? Is there any personal quality for this job that is really more important than diplomas?
11. About how much money can a person earn in this kind of work? Is there a chance of getting a lot of money all at once? Of losing a lot of money quickly?

(Delivery)

- Give the students the feeling that you want to spend the time with them.

- The attention of your audience will be improved if you maintain eye contact with them so that they feel you are speaking to them personally.

- Try to involve your audience whenever possible by directing questions to them or asking for their assistance in demonstrations, etc.

- Discipline, if necessary, is the responsibility of the teacher. If you feel that proper order is not being maintained, ask the teacher for assistance.

- It is advisable not to pass artifacts around or distribute handout materials during your presentation as this draws attention away from you. Time should be allowed at the end of the session for the students to see things.

- For elementary grade presentations, it is better to ask the students if there is anything else they want to know rather than if they have any questions (some have difficulty in making distinction between asking questions and simply relating information).

- Try to leave the class with a "challenge" for them to do further research after you leave.

- Try to avoid last minute cancellations. For every presentation, try to have a substitute in mind. If a cancellation does become necessary, please notify the teacher involved immediately.

(Length)

- The length of your presentation should be governed by the age of your audience, varying from about 10 minutes for a kindergarten class to 20 minutes for older students. Presentations without visual aids should be shorter than those that provide a variety of interesting materials.

- If your presentation is to elementary students and is more than 15 minutes long, it would be wise to plan a "stretch break" for the students at a halfway point.

- During the question and answer period following your presentation, if your audience is obviously getting restless, take the initiative to stop any further questions immediately or say, "I'll have time for just two more questions."

(After your classroom presentation)

- Please share your suggestions with the teacher for ways in which your experience could have been improved.

- Often students will write thank you letters to you after your visit. If time permits, try to respond in some way with a brief note addressed to the class.

- If you have any questions about your presentation, if you need help in preparing new visual materials, or if they can help in any way, remember that the teacher and/or career education coordinator will be glad to assist you.

c. Learning Environment Preparation

As much time should be devoted to preparing the learning environment as to other preparational activities. If the resource person goes to a classroom, it should accommodate his/her visual and audio needs. If the person is meeting with small groups in a conference room, privacy should be the watchword. If the meeting occurs as a regular series of student luncheon offerings, the opportunity for both interaction and eating should be considered. If the meeting is in the evening, with parents invited, the environment can focus, without distraction, on ways of meeting the career development needs of their children.

THE COMMUNITY AS A SCHOOL

Community-based learning experiences provide a relevant means for students to gain first-hand information about the work world. There is a limit to what can be accomplished in the classroom. Students can be effectively stimulated if given an opportunity for involvement in or observation of a real work situation. Any venture into the field should complement the learning activities of the classroom. Three types of experiences may be considered: Those that accommodate groups of learners, those that are primarily for individuals and those that focus on the transition between education and work.

Group Experiences

Preparation for community-based learning experiences should be done as carefully as was described in the previous section relating to the classroom-based experiences. In this case, the student is the "foreigner" in a different learning environment and must be prepared to know what to observe, and what information to seek through questioning.

Any community is rich in sites that could be utilized and an advisory council can assist greatly in making the idea a reality.

There are several ways to provide successful group-related experiences in a community setting. Among them are:

a. Community Visitation Days - Many industries, businesses or organizations celebrate an important event by opening their doors to educational tours. In many cases the whole family is urged to participate as a unit. The focus of these experiences is usually on the process and product of the enterprise with little opportunity available for exploration of worker life styles.

b. Community Based Forums - Some enterprises sponsor learning opportunities in the form of speakers or panels which offer insight into future possibilities in the field, curriculum-related information to supplement classroom activities and consumer economic information. On some occasions the colloquia series is available in the plant or office location.

c. Walking Tours of a Community - Walking tours of a community can be valuable aids to learning about the economic and social life of the neighborhood. They are especially appropriate for elementary school classes where the children are too young to participate in work site tours. On a short walk through a community, many work related observations are available.

d. Field Trip or Site Visit - Visiting a site and observing the various jobs provides a firsthand look at an occupational area. The trip should focus on workers-their reasons for holding that job, not only the products they produce. The reactions and observations of each participant in the trip will be different and can lead to an in-depth exploration of a particular field of work.

Tips on Conducting Field Trips

A variety of do's and don'ts are also associated with the utilization of community experiences as a part of the school's curriculum. One consideration relates to student

preparedness, a second to liaison and preparation with the field site, and a third to managing the administrative details necessary to make the experience possible.

a. Student preparation and follow-through

   a. Related class activities should be scheduled prior to the trip.

   b. Students and teacher should work cooperatively to develop a proposal for things to be viewed, information to be covered, activities to be included and procedures for the trip.

   c. Students and the teacher should plan cooperatively for the evaluation of the trip.

   d. Students should be provided with basic information about the trip hosts and site (pictures and/or site maps are desirable).

   e. Students should be provided with information on final arrangements for the trip as agreed upon by the trip hosts.

   f. Students and the teacher should reach a common understanding as to acceptable courtesy, conduct, safety and dress for the trip.

   g. Teacher and students should work cooperatively to develop a tour guide to include student responsibilities for obtaining and recording information.

   h. Students should be prepared with the observation and recording skills necessary for them to benefit from the trip.

   i. Students should be informed of any materials and/or equipment they will need for the trip, e.g., clipboards, specific clothing, safety glasses.

   j. Students should be prepared to operate equipment if the trip is to be recorded (e.g., cameras, tape recorders).

k. Where students will miss other classes due to the trip, the student should be instructed on procedures for making up work missed.

l. A student host committee should be organized to introduce the class and write thank you letters.

m. Any meal, admission or transportation charges for the trip should be collected in advance. (Consider special arrangements for economically disadvantaged students.)

n. Consider asking students to invite their parents to serve as adult group leaders for the trip.

b. Liaison and preparation with the field site

a. The trip hosts should be contacted to make arrangements for the trip. If possible the teacher may visit the trip site for a planning meeting. Agreement should be reached with the trip host on the role of the teacher during the trip.

b. The teacher should provide hosts with a list of the educational objectives to be achieved by the trip.

c. The teacher should provide the host with basic information about the class--grade level, size previous career education experiences and special interests.

d. The basic information on the trip site can be obtained from the host:
   a. names and background of hosts
   b. names and basic products and/or services of the company
   c. maps and/or pictures of the trip site
   d. safety regulations and equipment required
   e. nature and scope of facilities
   f. names and telephone numbers of contact persons for further reference

e. Things to be viewed, information to be covered, activities to be included and teaching procedures to be used in order to achieve the educational objectives should be agreed upon by the teacher and the trip hosts. (A draft for discussion should be prepared in advance through cooperative planning by teacher and students.)

f. The date and time of arrival and departure for the trip should be established. Arrange an alternate trip date in case of bad weather for trips that can only take place outdoors.

g. Plan with the host for any materials and equipment needed that will not be available at the trip site. Also, inquire about literature available and obtain some for advance study by students, if possible.

h. Obtain permission from hosts for any recording of the trip (pictures, tapes, etc.) and/or any teaching materials to be collected. The consent of the hosts should be obtained if information about the trip is to appear in public media.

i. The teacher and the hosts should agree on the type of and procedures for trip evaluation.

j. Following the planning meeting, the teacher should send a follow-up letter confirming the details of the trip.

c. Administrative details

a. Coordination and Clearance with School Administrators

1. Permission for the trip should have been obtained prior to planning.

2. Make arrangements for any needed transportation through the appropriate building administrator. Use personal cars only as a last resort, if at all.

3. Where available, use vehicles with public address systems to facilitate use of travel time for orientation, discussion and review.

4. Provide trip drivers with written information as to the schedule, route and destination.

5. Make alternative arrangements for any students in the class who will not be taking the trip.

6. Where trips extend into the time for other classes, follow building procedures to provide advance notice to these teachers and arrange for make-up of the work in advance of the trip.

7. A copy of correspondence to the trip host (i.e., letter of confirmation, thank you letters) may be sent to the appropriate administrators.

8. Any required objectives and details of the trip should be provided in advance in writing to the appropriate administrator.

b. Coordination with Adult Group Leaders

1. Arrange for adult group leaders to provide one leader for each 9-10 students plus 1-2 extra in case a leader declines at the last minute. Mature students will require fewer adult leaders.

2. Provide group leaders with details of the trip in advance.

c. Coordination and Approval from Parents

1. Information on the purpose and details of the trip should be sent to parents.

2. Parental or guardian permission via a signed slip (transportation waiver) should be obtained for all students taking the trip. Consider contacting parents where students do not return the permission slip.

3. Parents can serve as one source of adult group leaders.

d. Details on the Day of the Trip (For the teacher)

1. Necessary materials and equipment are on hand and in working order. Be sure a first aid kit is included.

2. A telephone call is made to the trip hosts to check last minute details and serve as a final reminder of the trip.

3. Where transportation is involved, check to be sure all is in readiness.

4. Contact adult group leaders to be sure all will be available.

5. Prepare a roster of students who have parents' approval to take the trip. Include designation of students to respective adult group leaders.

e. Before Departure

1. Load any materials and/or equipment to be taken on the trip.

2. Check off students' names on the roster and make a total count of persons going on the trip.

3. Check to insure each student is prepared for the trip with the proper materials and dress. (For safety regulations)

4. Provide each adult leader with a list of students in his or her group.

5. Introduce the adult leaders and read off the names of students assigned to the respective leaders.

6. When transportation is used, introduce drivers to the class.

f. While Traveling to the Trip Site

1. Depart at the scheduled time.

2. Use the travel time to review key experiences to be covered in the trip.

g. During the Site Visit

1. Form groups upon arrival.

2. Student host committee introduces class to tour hosts.

3. Teacher provides any agreed-upon materials and equipment and assumes his or her agreed-upon role.

4. Trip hosts provide instructions and procedures.

5. Be sure that all students can see and hear what is being viewed or described.

6. The teacher monitors student conduct to insure acceptable behavior and safety.

7. Students record information as previously planned.

8. Where possible, review what has been seen after each stop and allow opportunity for questions.

9. Bring students together at the end of the trip for a summary of highlights, a question period, and expressions of appreciation to the host.

h. Follow-up

1. Class activities related to the field trip are subsequently undertaken.

2. Student host committee writes thank you notes.

3. Provide recognition to trip hosts in local media if hosts have no objection.

4. The recording of the tour is classified and filed for future use.

i. Evaluation

1. Evaluation data should be obtained from students and the tour host and then summarized.

2. Evaluation information should be shared by the teacher with students and also with the tour host, if previously planned.

Individual Experiences

In addition to field opportunities available to groups of students, valuable experiences are also possible for individual students who may want to take advantage of a real-life learning style.

There are several ways to provide successful individually guided experiences in a community setting. Among them are:

a. Information Seeking Interviews - Having students interview members of a community helps them gain an idea of the community as a classroom. One good place for them to start may be with their own parents. By reviewing the initial results, a decision will be made about the format of the interview as well as interview techniques that are most useful. Teams (2 person) of interviewers may also be used effectively.

b. Shadowing - This process places a student on the job with a worker for a day or segment of a day. The assignment should not be in the area of work in which the student has no interest. In this one-to-one intimate relationship, the opportunity is afforded to observe the person at work and learn about skills, responsibilities, rewards, satisfactions, training and interests associated with the position and the worker. Preparation is highly important, both for the shadowing supervisor and the student.

c. Student-Worker Exchange - In some communities a program of experience and rewards has been developed whereby students and workers trade places for a period of time (usually a day). In many cases this could be an ongoing program with opportunity for many students to participate. Usually the program includes only select students and has a public-relations aura.

d. Internship - Short- or long-term placement of a student at a work location or several related job sites. Students are not expected to produce in a skilled manner, but learn from observation, experiences and environment.

e. Work Experience - A work program relating the vocational education classroom to a complementary work experience. Academic opportunities in psychology, economics, etc., have also been developed for some students in various high schools. The program usually provides credit toward graduation.

Education/Work Transition Experiences

Those experiences that are focused directly on the transition from education to work are important ones for students anticipating such changes within a six-month time frame.

Within the community there are several sources of experiences that are relevant to career development:

a. Local Employment Security Division - The source of many opportunities for a transition from education to work is the local Employment Security Division. Job applications, aptitude and interest testing, and practice interviewing could be secured through this agency. Being community-based, the experience may have a somewhat different focus and tone than the same experiences in a school guidance office.

b. Private Employment Agencies - In any area there may be opportunities to relate to work entry considerations through private employment agencies. Since they are intended as profit-making institutions, each has unique policies regarding gratis work with students. Some agencies provide summer placement services to students without charge in hope of gaining their favor at a later time in life.

c. Mock Employment Interviews - Personnel directors or their workers from local enterprises are sometimes willing to provide interviews to students and then critique the experiences so students can practice this important skill. On many occasions this adult critique may also occur with the student interviewing the employer. He/she would then provide feedback on feelings of comfort, completeness, depth, etc., from an experienced background.

d. Part- and Full-Time Work-Placement Activities - Simply developed or computer sophisticated, a placement program provides a variety of opportunities to experience the education/work transition process from several angles. School and community student-operated placement centers are valuable opportunities to gain an insider's view of the variety of techniques necessary to secure a work position.

Although adult- or student-operated placement services could comprise only the posting of job notices, other functions might include:

1. Client Development
   a) Assessing readiness to work-attitudes, skills, stereotypes
   b) Developing career survival skills-job-seeking, job securing, job retention, job advancement
   c) Values clarification-decision making and problem solving, personal goal setting, conflict resolution

2. Job Development
   a) Potential jobs bank-potential employers, potential positions
   b) Educational opportunities bank-technical, trade, associate, on-the-job-training
   c) Supervision and follow-up-placement contacts, employer satisfaction, market trends.

COMMUNICATING ACROSS LINKAGES

Public relations is an important aspect of a comprehensive career education program. It is the basis of two-way communication between school and the supporting community. Communication in public relations programs should be open, honest and two-way. A thorough, high-quality public relations program will create a positive image of career education in a community. Interaction is the by-word of school/community communication.

A few of the more important concepts that should be considered in a program are:

a. Attitudes toward career education - Collect and report on the community at large as well as various separate community populations.

b. Information about career education - Clarify perceptual differences between community attitudes and impressions and those held by career education staff.

c. Curricular relationships - Indications that reveal how and where career education fuses with all academic and vocational subjects and program areas should occur.

d. Program information - Highlights of program activities, successes and human interest stories usually become printed.

e. Resource availability - The public should be made aware of the amount and nature of resources being used. They should also be aware that programs are accountable to them for public funding used.

Action Techniques

The strength of linkages between the schools and the community may be nurtured in a number of ways. In every case, an advisory committee will be able to provide valuable guidance. Four separate approaches are considered below:

a. Newsletter exchange - In-school journalistic and photographic efforts are usually available for the development of a newsletter that highlights career education activities. Recipients to be considered are students, faculty, parents, community enterprises, field sites, news media, public service agencies, bulletin boards, etc. Editorial comments regarding guidelines for student career exploration should be a continuing feature.

   Many locally based enterprises have house organs or association bulletins that could be shared with students. The potential for articles in those bulletins should not be overlooked.

b. Community resources directories - The career development resource of a community may be documented in a variety of ways and for a variety of purposes.

Educational opportunities, including on-the-job, apprenticeship, trade and technical, proprietory, college, continuing education, etc., are more visible if annotated in a separate cataloging system and made available where students congrate.

Human resource directories are aslso useful tools for those students who wish to make face-to-face contact with persons in positions being considered by the student. In most cases the document should be organized according to a career clustering system for easy access. Directories highlighting the career opportunities in local enterprises are

also useful tools for exploration, interview and placement.

Service organizations in many communities look for programs they can undertake with members' participation. Resource compilation, editing, duplicating and dissemination activities may be the very ones your local voluntary group could accomplish.

c. Telephone interviews - Resource persons are sometimes unable to leave their place of work and students are sometimes unable to take advantage of field site visits. In this case, pre-arranged telephone interviews by conference or conventional telephone can be effective. Classrooms of students may simultaneously interview a worker through the use of a conference telephone system. The in-class unit amplifies the worker's conversation to the whole class, while remote microphones allow any student to speak to the distant worker.

   The decision to involve a human resource person through the telephone contact should be based on the nature of the learning activity and desired objective. In practice, it is highly desirable to have students prepare and practice the questions to be answered. The same questions should be made available to the resource person, if possible, in advance of the contact.

d. Community displays and conferences - The opportunity to display outcomes and techniques in career education to the public should always be considered. Enclosed shopping malls, individual stores and lobbies of public buildings provide adequate space to communicate with the public.

   In addition, conferences may be developed that are open to the public and highlight career education ideas. The timing of such conferences may coincide with national or state education days or weeks.

PERSONNEL DEVELOPMENT

Many teachers may be unaware that the local community offers opportunities for them to expand their knowledge of the world of work. Some establishments offer opportunities to visit and tour while others provide deeper opportunities for involvement as a means to learn.

a. Community-Enterprise Workshop - Teachers, counselors, and administrative staff members are provided with school-year or summer opportunities to focus on job opportunities found in each enterprise or cluster area, the education or training required, and the employment outlook. The Chamber of Commerce promotes ideas of this nature as does the National Alliance of Businessmen.

b. Teacher-Worker Exchange - On a short term basis, personnel from some enterprises are willing to share economic and free enterprise ideas with students by offering a short-course. By the same token, educators are sometimes allowed to intern in positions in business, industry and government to both learn and contribute. This relationship takes time to develop, but it is a worthwhile effort to pursue.

REFERENCES

Community Education/Work Collaboration: A Massachusetts Perspective, Institute for Governmental Services, University of Massachusetts, Middlesex House, Amherst, Massachusetts 01003

Local Advisory Committee Handbook, Indiana State Advisory Council for Vocational Education, 17 West Market Street, Indianapolis, Indiana 46204

Career Education In New York State-A Catalog of Ideas and Products from 22 New York State UEA-Supported Projects, The State Education Department, Office of Occupational and Continuing Education, Albany, New York 12203

A Guide to Using Community Resources in Career Education, Monroe County Community School Corporation, Bloomington, Indiana 47401

PART II

A BIBLIOGRAPHY OF COMMUNITY RESOURCES

INTRODUCTION

A brief summary of the rationale for the specific organization of this guide may be necessary for the reader. If a bibliography of published resources is to have an impact on the career development of youth in classroom groupings, it must be usefully arranged with information easily accessible to educators and students alike.

Several assumptions have been made here about the knowledge educators and students have of the world of work:

First, it was assumed they have limited knowledge of occupations unrelated to education;

Second, it was assumed that they would be more familiar with the enterprises that are major employers in their given community than with the occupations or job clusters found within that enterprise;

A third assumption was that they could differentiate those enterprises whose outputs are primarily goods from those whose outputs are primarily of a service nature.

A second set of assumptions has also been made about the potential offerers or career-development effecting materials:

First, it was assumed that primarily enterprises of national import would have the opportunity to develop career-related materials for either use by students or

Second, it was assumed that these enterprises would be listed on stock exchanges or as major employers in their fields;

Third, it was assumed that any given enterprise would be known by the goods or services it outputs;

A fourth assumption was that these national enterprises would each have counterparts in Indiana communities.

Figure 1

Enterprise Classification Decision Model

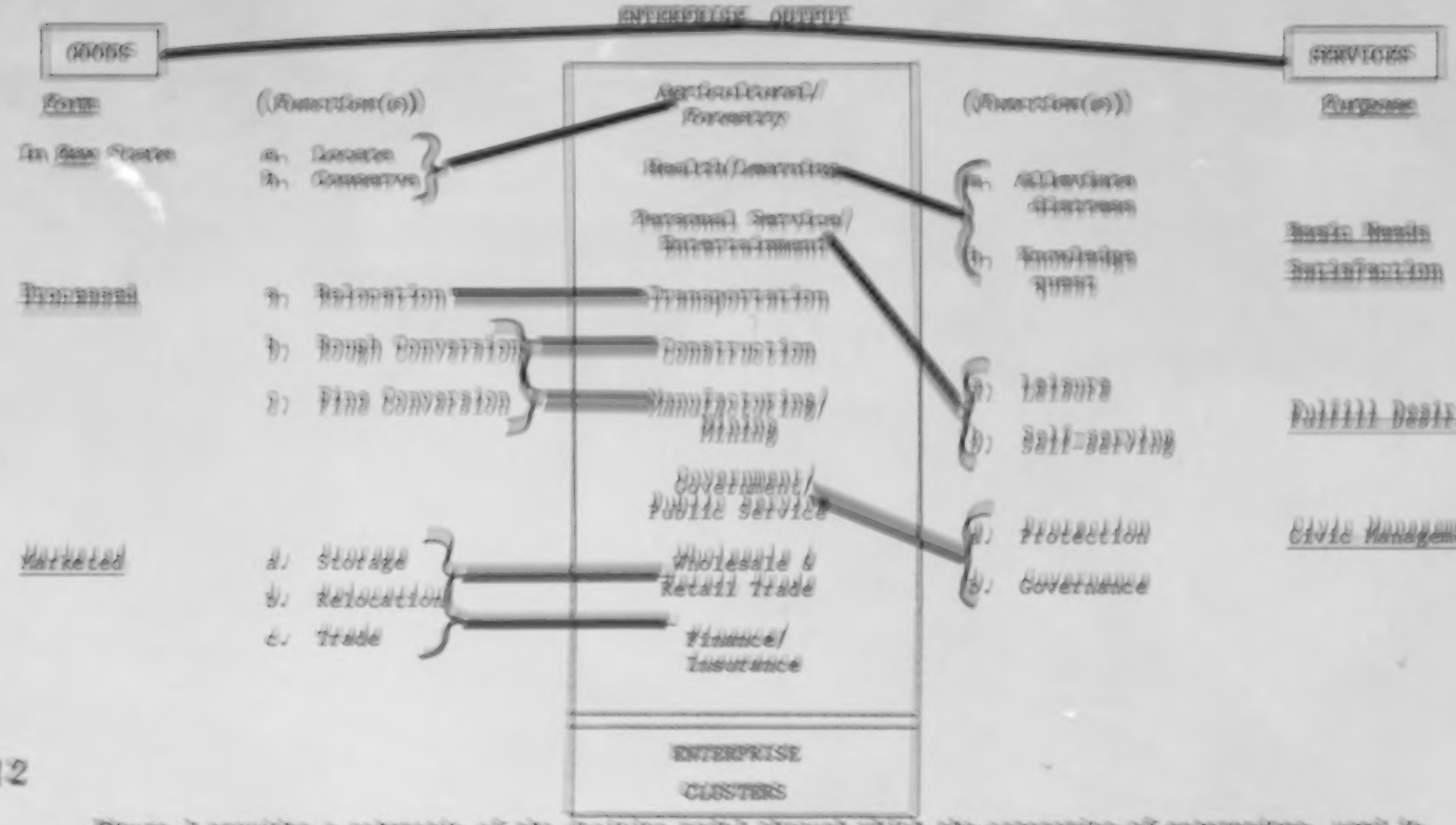

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Figure 1 provides a schematic of the decision model through which the categories of enterprises, used in this Guide, were formulated.

As can be seen in Figure 1, the output of community enterprises is either "goods" or "services". The "goods" are considered in some state of preparedness for use, either raw, processed or marketed. Enterprises have (functions) that relate to varying forms of the goods. These (functions) serve to determine the enterprise clusters. Likewise, some enterprises have "service" outputs. The "services" serve three primary purposes for individuals or societal groups: either satisfying needs, fulfilling desires, or managing civic decisions. Each purpose relates to specific (functions) which also determine other enterprise clusters.

Figure 2

Enterprise Clusters

Percent of Total Enterprises in Indiana (estimated)		Percent of Total Employment in Indiana (estimated)
[illegible]	[illegible]l ted)	
[illegible]	[illegible]icultural/Forestry--those enterprises primarily concerned with animal or plant production.	.4%
[illegible]	[illegible]struction--those enterprises primarily concerned with the building of structures or with site development.	5.5%
[illegible]	[illegible]nance/Insurance--those enterprises primarily concerned with the handling of monetary affairs or with processing records, agreements, and accounts.	5%
[illegible]	[illegible]vernment/Public Service--those enterprises primarily concerned with the management of legal and protective services for a constituted body of citizens.	5%
[illegible]	[illegible]alth/Learning--those enterprises primarily concerned with the alleviation of distress or the acquisition of knowledge.	5%
[illegible]	[illegible]nufacturing/Mining--those enterprises primarily concerned with the fabrication of articles or the processing of raw materials, usually on a production-line basis.	39.6%
[illegible]	[illegible]rsonal Services/Entertainment--those enterprises primarily concerned with the provision of entertainment, recreation, information, or accommodations, personally satisfying to the public.	10%
[illegible]	[illegible]ansportation--those enterprises primarily concerned with the movement of persons or goods from one location to another.	4.5%
[illegible]	[illegible]olesale and Retail Trade--those enterprises primarily concerned with the display and sale of processed goods.	25%
[illegible]	[illegible]her	0%

Rationale

If these assumptions are reasonably true, then it appears possible to formulate a series of categories within which almost all enterprises in a given community can be classified. Knowing these categories, a potential user could turn to the section with a specific enterprise label and locate resource pieces that are available as important supplements to use in their career education learning environment.

The chapters of this guide are divided according to the enterprises in Figure 2 and contain listings of educational materials available from enterprises in that cluster. An additional chapter called Other contains those resources that do not classify easily in the first nine. These enterprises make up the employment opportunities in Indiana communities.

Resource Type

In most cases, the type of resources available from specific enterprise sources are printed materials and emphasize the nature and opportunities of specific or groups of jobs. In other cases, the resources are of other-than-print media.

In most cases, the audience toward which the media are directed is youth who need information to assist in career decision making. In some other cases the media are primarily developed to assist the educator in relating education to elements of the world of work.

As a means to identify resources more directly useful by educators, an (E) has been placed in the margin next to the title of the resource.

Ways to Use Resources Contained in This Guide

Three specific ways have been considered for using the enterprise-produced resources listed in this guide. The first strategy is to make the resources available to students so that they directly impact the students' career development. If students themselves are involved in the letterwriting that accesses the resources, the effect will have more clout and will be more long-lasting.

A second strategy is to provide the resources for use as supplemental materials in the classroom. Through an integrated approach, the educator can relate subject matter to enterprises and occupations within them.

A third strategy is to provide the information to resource persons in the community who are asked to represent their enterprises on career nights, as speakers in the classroom, or in other imaginative ways to achieve a work/education interaction. In many cases, speakers are not acquainted with resources they might use in making their student contacts more effective. The resources used in this manner serve to promote public relations and good will between schools and the community.

Criteria For Inclusion

The resource pieces documented herein were included only if they met a series of criteria. Each supplier of information was requested to provide only those information pieces which:

- have been made available since 1974
- are free or inexpensive on request
- are not intended to publicize products or services of the sending institution
- are intended to provide youth with world of work information, including economic and occupational demands, or
- are intended to provide youth with techniques for self development and/or skills in communication and career survival, or
- are intended to provide youth with techniques for formulating individual education or career plans, or
- are intended to instruct educators in concepts of work/education relationships

Missing Material Titles

In some cases only the address of the supplier has been given. Because of the continual updating that occurs in the production of education pieces, new or changed titles appear. This is the case where addresses without titles are given. One has only to write the source and obtain the latest material that has career education value.

Agricultural Research Service
U.S. Department of Agriculture
Washington, D.C. 20250

Engineers in the Agricultural Research Service
Plant Scientists in the Agricultural Research Service

Agriculture Institute of Canada
Attention: Information Officer
907-151 Slater Street
Ottawa, Ontario, Canada Kip 5H4

Careers in Professional Agriculture

Amalgamated Meat Cutters and Butcher Workmen of North America
2800 N. Sheridan Road
Chicago, Illinois 60657

FILMS
Occupational Brief-Packinghouse Worker
Occupational Brief-Retail Meat Cutter

American Agricultural Economics Association
c/o Don Watson, Secretary
20 N. Wacker Drive, Room #1856
Chicago, Illinois 60606

American Agricultural Economics Association
c/o John C. Redman, Secretary/Treasurer
University of Kentucky
Lexington, Kentucky 40506

American Association of Nurserymen, Inc.
230 Southern Building
Washington, D.C. 20005

Career Opportunity in the Nursery Industry
Something Worth Doing

American Dairy Association
c/o M. J. Framberger, General Manager
20 N. Wacker Drive
Chicago, Illinois 60606

American Farm Bureau Federation
225 Touhy Avenue
Park Ridge, Illinois 60068

American Feed Manufacturers Association, Inc.
1701 N. Fort Myer Drive
Arlington, Virginia 22209

Agribusiness, The Formula Feed Industry
Look To Your Future in a Growing Industry

American Forestry Association
1319 18th Street, N.W.
Washington, D.C. 20036

Single Copies Free
So You Want To Be A Forester?
What Can I Do?
You Can Be A Conservationist?

The American Institute of Biological Sciences, Inc.
1401 Wilson Boulevard
Arlington, Virginia 22209

Careers in Animal Biology

American Institute of Biological Sciences
c/o John R. Olive, Director
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

American Mining Congress
1100 Ring Building
Washington, D.C. 20036

Penetrating New Frontiers with Minerals Engineers, Geologists, Mining Engineers, and Metallurgists

American Paper Institute, Inc.
260 Madison Avenue
New York, New York 10016

Career in the Paper Industry
What's So Special About Paper?

The American Phytopathological Society
3340 Pilot Knob Road
St. Paul, Minnesota 55121

Plant Pathology-A Scientific Career For You

American Pomological Society
Attention: Business Manager
103 Tyson Building
University Park, Pennsylvania 16802

Fruit Farmer

American Seed Trade Association, Inc.
1030 Fifteenth Street, N.W.
Suite 964
Washington, D.C. 20005

Your Career In The Seed Business

American Society of Agricultural Engineers
c/o J. L. Butt, Exec. Secretary
2950 Niles Road
P.O. Box 410
St. Joseph, Michigan 49085

Career Opportunities in Agricultural Engineering
Educational Programs in Agricultural Engineering and Related Fields
How to Recognize a Potential Agricultural Engineer
Quest for Plenty, The Engineer's Role

American Society of Agronomy
677 S. Segoe Road
Madison, Wisconsin 53711
Careers in Agronomy, Crop Science, Soil Science

American Society of Animal Science
c/o Clause J. Crust, Exec. Secretary
113 N. Neil Street
Champaign, Illinois 68120

A Career in Animal Sciences

American Society for Horticultural Science
National Center for American Horticulture
Mount Vernon, Virginia 22121

A Better Environment Through Horticulture
Careers in Horticulture
Educational Institutions Offering Horticulture and Landscape Architecture Programs in U.S. & Canada
Horticulture-A Satisfying Profession

American Society of Ichthyologists and Herpetologists
Business Office
Division of Reptiles
National Museum of Natural History
Washington, D.C. 20560

Career Opportunities for the Herpetologist
Career Opportunities for the Ichthyologist

American Society of Zoologists
Box 2738
California Lutheran College
Thousand Oaks, California 91360

Careers in Animal Biology

Association of American Geographers
1146 16th Street, N.W.
Washington, D.C. 20036

Careers in Geography

Association of Official Seed Analysts
R. H. Heiman, Secretary-Treasurer
Federal Seed Laboratory
P.O. Box 1705
North Brunswick, New Jersey 08902

Seed Technology, Seed Analysis and You

Beatrice Foods Company
World Headquarters
120 South LaSalle Street
Chicago, Illinois 60603

(E) A Living Classroom in Free Enterprise

Boise Cascade Timber and Wood Products Group
One Jefferson Square
Boise, Idaho 83728

We'll Give You Room To Grow

Botanical Society of America
Attention: Dr. Patricia Holmgren
New York Botanical Garden
Bronx, New York 10458

Botany Career Booklet

Carnation Company
Public Relations Department
Carnation Building
5045 Wilshire Boulevard
Los Angeles, California 90036

How To Get and Keep The Right Job

Commonwealth of Pennsylvania
Department of Labor & Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Dairy Products

Commonwealth of Pennsylvania
Department of Labor & Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Dairy Products
Nursery & Turfgrass Industries

Conservation Department
Olin Mathieson Chemical Company
East Alton, Illinois 62024

Careers in Wildlife Conservation

Department of Forests
The University of the South
Sewanee, Tennessee 37375

Career Opportunities and Education in Forest Resources

Ecological Society of America
Ralph E. Good, Business Manager
Rutgers University, Department of Biology
Camden, New Jersey 08102

Your Career In Ecology

Engineer's Council for Professional Development
345 East 47th Street
New York, New York 10017

A Challenge - The Professional with a Future

Entomological Society of America
4603 Calvert Road, Box AJ
College Park, Maryland 20740

Entomology...An Exciting Scientific Career

Farm Equipment Manufacturers Association
230 S. Bemiston
St. Louis, Missouri 63105

Tie Your Future to One of the Companies Where 'Idea Born' Farm Equipment Originates

Farm Industrial Equipment Institute
410 N. Michigan Avenue
Chicago, Illinois 60611

Farmer's Education & Cooperative Union of America
P.O. Box 2251
Denver, Colorado 80201

Farmers Home Administration
U.S. Department of Agriculture
Washington, D.C. 20250

A Career With the Farmers Home Administration

Farmland Industries, Inc.
Kansas City, Missouri 64116

Degree Program
Your Career in Cooperatives

Federal Extension Service
U.S. Department of Agriculture
Washington, D.C. 20250

Forest Service
U.S. Department of Agriculture
Washington, D.C. 20250

The Forest Ranger (yearbook separate #3159)
A Job With the Forest Service--A Guide to Non-Professional Employment
A Summer Job with the Forest Service
Women in the Forest Service
You Can Be A Conservationist

Forest Service, USDA
P.O. Box 2417
Washington, D.C. 20013

(E) Forest Service Films
Poster - What We Get From Forest Land
" - " " " " How A Tree Grows
" - " " " " Trees
(E) Suggestions for Incorporating Forestry Into The School Curriculum

Gemological Institute of America
11940 San Vincente Boulevard
Los Angeles, California 90049

Your Future As A Gemologist

Hardwood Plywood Manufacturers Association
P.O. Box 6246
Arlington, Virginia 22206

Opportunities Unlimited in the Forest Projects Industries

Henry Z. Walck, Inc.
19 Union Square West
New York, New York 10003

Careers in Natural Resource Conservation

Information Office
Geological Survey
Department of the Interior
USGS National Center
Reston, Virginia 22092

Geological Survey

Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Agricultural Economist-Government, Business, Agriculture
Agricultural Extension Service Jobs
Agricultural Science and Modern Farming
Careers in the Dairy Products Industry
Careers in Geophysics and Geochemistry
Forestry As A Career
Jobs in Agricultural Business-Agribusiness
Jobs With Zoos-Animal Scientist, Zoologist
Research Careers in Agriculture
Scientific Careers-Fisheries and Wildlife
Technical Careers in Geology-Geoscience

International Agricultural Development Service
U.S. Department of Agriculture
Washington, D.C. 20250

International Woodworkers of America
1622 North Lombard Street
Portland, Oregon 97217

History of the International Woodworkers of America

Our Union
Questions and Answers

Jewish Agricultural Society
386 Park Avenue South
New York, New York 10016

Journal of Wildlife Management
The Wildlife Society
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Training and Employment-Wildlife Biologists and Fisheries Biologists

Miami Seaquarium
Public Information Office
30 Rickenbacker Causeway
Miami, Florida 33149

Seaquarium Science Series No. 2
So You Want To Be A Marine Scientist?

National Association of Animal Breeders
P.O. Box 1033
Columbia, Missouri 65201

The Artificial Insemination Industry of the U.S.A.
Career Opportunities in Artificial Insemination
Training Artificial Insemination Technicians and Herdsman Inseminators

National Association of County Agricultural Agents
Attention: John K. Wells, Secretary
180 Milan Avenue
Norwalk, Ohio 10016

Your Career As An Extension Agent

National Association of Farm Broadcasters
c/o George Stephens, Sec./Treas.
821 Dobson Street
Evanston, Illinois 60602

National Broiler Counselor
Poultry Careers
1155 Fifteenth Street, N.W.
Washington, D.C. 20005

Careers In The Poultry Industry: A Job Is Ready When You Are

National Environmental Systems Contractors Association
1501 Wilson Boulevard, Suite 1110
Arlington, Virginia 22209
Careers in Creating Environments

National Farm and Power Equipment Dealers Association
2340 Hampton Avenue
St. Louis, Missouri 63139
Careers in Farm and Power Equipment Retailing

National FFA Center
P.O. Box 15160
Alexandria, Virginia 22309

National Forest Products Association
1619 Massachusetts Avenue
Washington, D.C. 20036
Career Profiles in Forestry Conservation, Ecology, Environmental Management

National Grain and Feed Association
500 Folger Building
725 Fifteenth Street, N.W.
Washington, D.C. 20005
Careers-Grain, Feed, Farm Supply

National Grange
1616 H Street, N.W.
Washington, D.C. 20006

National Pest Control Association
8150 Leesburg Pike, Suite 1100
Vienna, Virginia 22180
Hello, I'm Jerry Williams-Pest Control Technician
Pest Control Industry
Pest Control Operators-#362
SRA Occupational Brief-Pest Control Operator

National Society of Livestock Record Associations
210 Utah Avenue
West Plains, Missouri 65775
Career Opportunities in the Field Of Purebred, Pedigreed Livestock

National Wildlife Federation
1412 16th Street, N.W.
Washington, D.C. 20036
Employment Opportunities in the Bureau Of Sport Fisheries and Wildlife

Natural Resources Council of America
729 13th Street, N.W.
Washington, D.C. 20005
Careers in Conservation

Naval Oceanographic Office
Washington, D.C. 20390
Careers For You

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010
Natural Resources and the Environment
Should You Be A Forester

Office of Admissions
Michigan Technological University
Houghton, Michigan 49931
Civil Engineering Technology
Electrical Engineering Technology
Electro-Mechanical Engineering Technology
Forest Technology
Geological Engineering
Geology

Office of Communications
Bureau of Outdoor Recreation
Room 240, South Interior Building
Washington, D.C. 20240
Bureau of Outdoor Recreation

Office of Communications
National Park Service
Room 3043, Interior Building
Washington, D.C. 20240
National Park Service

Office of Public Affairs
Bureau of Land Management
Room 5625, Interior Building
Washington, D.C. 20240

Bureau of Land Management

Office of Public Affairs
Bureau of Reclamation
Department of the Interior
Room 7642, Interior Building
Washington, D.C. 20240

Bureau of Reclamation

Public Affairs Office
Fish and Wildlife Service
Room 3240, Interior Building
Washington, D.C. 20240

Fish and Wildlife Service

Office of Water Research and
Technology, Director
Room 4410, Interior Building
Washington, D.C. 20240

Office of Water Research and
Technology

Pest Control
9800 Detroit Avenue
Cleveland, Ohio 44102

Pest Control Technology
P.O. Box 12356
Cincinnati, Ohio 46212

Ralston Purina Company
Checkerboard Square
St. Louis, Missouri 63188

The Agri-Business Career for Leaders
Who Like to Make Things Happen

Resident Instruction
Cook College
Rutgers University
New Brunswick, New Jersey 08903

Threads of Life

Sales and Marketing Executives
International
380 Lexington Avenue
New York, New York 10017

Selling
Your Farm Background and Agribusiness

Scripps Institute of Oceanography
P.O. Box 109
LaJolla, California 92037

Preparing for a Career in Oceanography

Society of American Foresters
Director, Professional Programs
5400 Grosvenor Lane
Washington, D.C. 20014

Ask Any Forester

Society of Exploration Geophysicists
Attention: Jerry W. Henry
Box 3098
Tulsa, Oklahoma 74101

Careers in Exploration Geophysics
Opportunities in Exploration Geophysics

Society for Range Management
Career Brochure
2760 West Fifth Avenue
Denver, Colorado 80204

Careers in Range Science and Range Management

Society of Wood Science and Technology
P.O. Box 5962
Madison, Wisconsin 53705

Wood Technology, The Materials
Science Of the Forest Products Industry

Southern Regional Education Board
881 Peachtree Street, N.E.
Atlanta, Georgia 30309

A Forester Is As A Forest Does

Sport Fishing Institute
608 13th Street, N.W.
Washington, D.C. 20005

Fisheries Science and RElated Sourses
in North American Colleges

U.S. Department of Agriculture
Washington, D.C. 20250

Careers in Soil Conservation Service
An Engineering Career For You In The
Soil Conservation Service
Engineers in Soil Conservation
Engineers in Soil Conservation Service
Plant Pathology-A Scientific Career
For You
Range Conservationist
A Soil Science Career For You in SCS
Soil Scientist
Students Start Your Career In SCS
Before You Graduate

U.S. Department of Commerce
National Oceanic & Atmospheric Adm.
Rockville, Maryland 20852

Miscellaneous Careers in Oceanography
& Atmospheric Administration

U.S. Department of Health, Education
& Welfare
Office of Education
Washington, D.C. 20202

The Forestry Aide

U.S. Department of the Interior
Fish and Wildlife Service
Bureau of Sport Fisheries and
Wildlife
Federal Building, Forst Snelling
Twin Cities, Minnesota 55111

Conserving Our Fish and Wildlife
Heritage
Fish Conservation
Fisheries As A Profession
Planning A Career In Fish And
Wildlife Management
Wildlife Conservation

U.S. Department of Labor
Wage and Labor Administration
Women's Bureau
Washington, D.C. 20210

Careers for Women in Conservation

U.S. Environmental Protection Agency
4th & M Streets, S.W.
Washington, D.C. 20460

Career Opportunities in The Environmental
Protection Agency

University of California
Scripps Institute of Oceanography
LaJolla, California 92037

Colleges and Universities Which Offer
Courses and Degrees In Oceanography
Facts About Scripps Institute of
Oceanography
Requirements For Admission, Scripps
Institute of Oceanography
Undergraduate Preparation for
Oceanography

Water Resources Center
Office of the Director
University of California
Davis, California 95616

Career Opportunities in Water Resources

Western Wood Products Associated
1500 Yeon Building
Portland, Oregon 97204

The Forester in the Plaid Shirt
Our Forest & You

The Wildlife Society
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

A Career For You in Wildlife
Conservation

Wood Industry Careers Program
National Forest Products Associated
1619 Massachusetts Avenue, N.W.
Washington, D.C. 20037

Career Profiles
Opportunities Unlimited in the Forest
Products Industries

American Institute of Architects
1735 New York Avenue, N.W.
Washington, D.C. 20006
Architect Pamphlet
Careers in Architecture
Getting Into Architecture
Women in Architecture: A Special Report

American Institute for Design and Drafting
3119 Price Road
Bartlesville, Oklahoma 74003
Drafting As A Career

American Institute of Landscape Architects
6810 N. 2nd Place
Phoenix, Arizona 85012
Landscape Architecture As A Professional Career

The American Society of Landscape Architects
1750 Old Meadow Road
McLean, Virginia 22101
Landscape Architecture A Career....
1975-1976 List of Accredited Programs in Landscape Architecture

American Road Builder's Association
ARBA Building
525 School Street, S.W.
Washington, D.C. 20024
Careers in Roadbuilding

American Society of Civil Engineers
345 East 47th Street
New York, New York 10017
Careers in Civil Engineering
The Civil Engineer
The Construction Engineer
The Environmental Engineer
The Highway Engineer
Is Civil Engineering for You?
Ocean Engineer
Public Works Engineer
The Structural Engineer
Urban Planner
The Water Resources Engineer

American Statistical Association
806 15th Street, N.W.
Washington, D.C. 20005

Careers in Statistics

Associated Builders and Contractors, Inc.
Attention: Education Manager
444 North Capitol Street, N.W.
Suite 409
Washington, D.C. 20001
Careers in Construction

Associated Equipment Distributors
615 W. 22nd Street
Oak Brook, Illinois 60521
Career Opportunities in Construction and Equipment Distribution
Come In...and Bring Your Future

The Associated General Contractors of America
1957 E Street, N.W.
Washington, D.C. 20006
Construction Equipment Operating Courses
A Construction Industry Occupational Summary-Bricklayer
A Construction Industry Occupational Summary-Carpentry
A Construction Industry Occupational Summary-Iron Worker
A Construction Industry Occupational Summary-Operating Engineer

Bethlehem Steel Corporation
Bethlehem, Pennsylvania 18016
Let's Build a Bridge

Brick Institute of America
Manpower Development Division
1750 Old Meadow Road
McLean, Virginia 22101
Bricklaying--A Career Opportunity in America's Building Industry

Brown & Root, Inc.
P.O. Box 3
Houston, Texas 77001
Employee Training Handbook

Canadian Institute of Plumbing and Heating
785 Plymouth Avenue, Suite 305
Montreal, Quebec, Canada H4P 1B3
Career Opportunities in the Plumbing and Heating Industry

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121
Apprentice Training Pays Dividends in The Painting, Decorating and Drywall Finishing Industry
Apprenticeship in The Painting, Decorating & Drywall Finishing Industry
Bricklayer
Carpenter
Maintenance Electrician
Marble Setters, Tile Setters and Terrazzo Workers
Operating Engineers (Construction Machinery Operator)
Opportunity in the Painting, Decorating & Coating Trade
Painter in the Building and Decorating Trades
Painters and Paperhangers
Plasterers
Plumbers and Pipefitters
Production Painters
Roofers
Surveyors
Your Opportunities in Locksmithing

Construction Industry
Service Program
220 The Chesterfield
1801 E. 12th Street
Cleveland, Ohio 44114
A World of Opportunity in Construction

Education Programs, Director
The American Institute of Architecture
1735 New York Avenue, N.W.
Washington, D.C. 20006

Engineers' Council for Professional Development
345 East 47th Street
New York, New York 10017
The Civil Engineer

Forest Service
U.S. Department of Agriculture
Washington, D.C. 20250
The Landscape Architect
A Career in the Forest Service

General Motors
Detroit, Michigan 48202
Drafting - Can I Get the Job?

IBEW
1125-15th Street, N.W.
Washington, D.C. 20005
The Electrical Workers' Story
The IBEW Leads to Electrifying Careers

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605
Careers in Engineering Mechanical Drafting
Careers in Mathematics
Careers As A Professional Architect
Carpenter and Residential Building Contractor
Civil Engineering As A Career
Construction Contracting As A Career
Construction Electrician and Electrical Contractor
Landscape Architecture As A Career
Painting Contractor--Careers Nationwide

International Conference of Building Officials
Attention: Education Department
5360 South Workman Mill Road
Whittier, California 90601
Building Inspection As A Career

International Masonry Apprenticeship Trust
Instructional Materials Division
815 Fifteenth Street, N.W.
Washington, D.C. 20005
The Bricklayer and His Union
Facts and Fancies About Bricklaying
Job Corps Program

44 56

Mail Control Unit
Employment Development Department
800 Capital Mall
Sacramento, California 95814

Mathematician

Manpower Department
National Association of Home Builders
1025 Connecticut Avenue, N.W.
Washington, D.C. 20036

Job Opportunities in the Construction Industry

Mathematical Science Employment Register
P.O. Box 6248
Providence, Rhode Island 02940

Seeking Employment in the Mathematical Sciences

National Association of Home Builders
Washington, D.C.

The Young People's Guide to Home Building

National Association of Realtors
420 N. Michigan Avenue
Chicago, Illinois 60611

Aids to Real Estate Education
Careers in Real Estate

National Council of Teachers of Mathematics
1906 Association Drive
Reston, Virginia 22091

Current Publications
Mathematics and My Career
National Council of Teachers of Mathematics

National Electrical Contractors Association, Inc.
Attention: Public Relations Services
7315 Wisconsin Avenue
Washington, D.C. 20014

Electrical Construction--A Career For Today and Tomorrow

National Joint Painting, Decorating, and Drywall
Apprenticeship and Training Committee
1709 New York Avenue, N.W.
Suite 110
Washington, D.C. 20006

Opportunity in the Painting, Decorating and Coating Trade
Reach Out For Tomorrow

National Paint & Coating Association
1500 Rhode Island Avenue, N.W.
Washington, D.C. 20005

The Coating Industry

National Roofing Contractors Association
1515 N. Harlem Avenue
Oak Park, Illinois 60302

Help Wanted: Roofer

National Training Fund
Sheet Metal and Air Conditioning Industry
1900 L Street, N.W.
Suite 405
Washington, D.C. 20036

Careers in Sheet Metal

National Water Well Association
Attention: Kathy Burcher
500 West Wilson Bridge Road
Worthington, Ohio 43085

Careers and Opportunities in Ground Water

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Careers for A Changing World

Office of Admissions
Michigan Technological University
Houghton, Michigan 49931

Civil Engineering
Civil Engineering Technology
Environmental Engineering Studies
Mathematics

Society of Actuaries
208 South LaSalle Street
Chicago, Illinois 60604

Society for Industrial and Applied Mathematics
33 South 17th Street
Philadelphia, Pennsylvania 19103

Careers in Mathematics

State of New Jersey
Department of Labor and Industry
Division of Planning and Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Bricklayer
Building Maintenance Man
Draftsman
Earth Moving Equipment Operators
Electrician
Floor and Carpet Layer
Maintenance Mechanic
Painter
Plumber-Pipefitter
Roofer
Surveying Occupations
Terrazzo Worker
Tile Setter

United Brotherhood of Carpenters and Joiners of America
J. E. Tinkcom
Apprenticeship and Training Dept.
101 Constitution Avenue, N.W.
Washington, D.C. 20001

Carpentry As A Career
Carpentry As An Occupation

U.S. Department of Labor
Bureau of Apprenticeship & Training
601 D Street, N.W.
Room 5000
Washington, D.C. 20213

The National Apprenticeship Program

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Occupational Outlook Brief-
Construction Occupations

United States School of Professional Paperhandling, INCO
16 Chaplin Avenue
Rutland, Vermont 05701

FINANCE/INSURANCE

Accounting Careers Council
Distribution Center, Department A
P.O. Box 650
Radio City Station
New York, New York 10019

Accounting in Business Leadership

Alliance of American Insurers
Attention: Communications Department
20 North Wacker Drive
Chicago, Illinois 60606

Careers in Insurance

American Council of Life Insurance
Attention: Education Services
1850 K Street, N.W.
Washington, D.C. 20006

Career Opportunities For You In Life and Health Insurance

American Federation of Information Processing Societies
210 Summit Avenue
Montvale, New Jersey 07645

Careers, Computers and You

American Institute of Certified Public Accountants
1211 Avenue of the Americas
New York, New York 10036

Accounting for The Future
We Are Involved
What's It Like to Be An Accountant

American Society of Women Accountants
35 East Wacker Drive, Suite 1036
Chicago, Illinois 60601

Accounting...A Challenging and Rewarding Profession

American Statistical Association
806 15th Street, N.W.
Washington, D.C. 20005

Careers in Statistics

American Stock Exchange, Inc.
Publication Department
86 Trinity Place
New York, New York 10006

Listing of Securities
Nerve Center
Procedures for Allocation of Securities to Specialist Units
Procedures for Original
The Specialist on the Amex
Visit the Amex

American Woman's Society of Certified Public Accountants
P.O. Box 389
Marysville, Ohio 43040

Accounting - A Career For Women, Too

ARCO Publishing Company
219 Park Avenue, South
New York, New York 10003

Your Future in Accounting

Bank Administration Institute
Park Ridge, Illinois 60068

Banking-An Opportunity For You
Career-minded? Look At Banking

Better Business Bureau of Metropolitan New York
220 Church Street
New York, New York 10013

Electronic Data Processing and Computer Schools

The Canadian Credit Institute
Box 500, Station "F"
Toronto, Ontario, Canada M4Y 2L8

A Monograph for Credit Management

Career Information Service
New York Life Insurance Company
51 Madison Avenue
New York, New York 10038

Career Opportunities

Casualty Actuarial Society
200 East 42nd Street, 10th Floor
New York, New York 10016

The Casualty Actuary

Chicago Mercantile Exchange
444 West Jackson Boulevard
Chicago, Illinois 60606

The Banker and the Hedging
Before You Speculate
Future Trading in Feeder Cattle
Future Trading in Live Hogs
How to Make Livestock Futures
Work For You
Idaho Potato Futures
Trading in Tomorrows

Civil Aeronautics Board
Washington, D.C. 20438

Careers for Accountants and Auditors

College of Insurance
123 William Street
New York, New York 10038

So You're Good at Math, Then Consider
A Career As An Actuary
What's Your Thing? Business? Math?

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Bank Clerks
Computer Operators
What's It Like To Be An Accountant?

Committee of Presidents of
Statistical Societies
c/o American Statistical Association
806 - 15th Street, N.W.
Washington, D.C. 20005

Careers in Statistics

Credit Union National Association, Inc.
1617 Sherman Avenue, Box 431
Madison, Wisconsin 53701

Focus on the Year
Job Descriptions for Credit Unions
Job Finding Techniques for Credit
Union Employees

List of Credit Union Career Position
With a Brief Description

Defense Contract Audit Agency
Cameron Station
Alexandria, Virginia 22314

What's It Like to Be An Accountant?

Dow Jones & Company, Inc. (E)
Educational Service Bureau
P.O. Box 300
Princeton, New Jersey 08540

Education Division
Insurance Information Institute
110 William Street
New York, New York 10038

Careers in Property & Liability
Insurance

Employment Information Services
P.O. Box 3265
Chico, California 95927

COMP-JOB

Ford Educational Affairs Department
The American Road
Dearborn, Michigan 48121

CAREERS - Your Future As An Accountant

IBM
One IBM Plaza
Chicago, Illinois 60611

IBM Employment Fact Sheet

WWWW Information Services, Inc.
Box 3660
Rochester, New York 14609

Departmental Functions
Newsletter-Vol. VI, No. 4

Insurance Information Institute
110 William Street
New York, New York 10038

Careers in Property and Liability
Insurance

Institute of Internal Auditors
5500 Diplomat Circle
Orlando, Florida 32810

Your Future in The Field of Internal Auditing

Institute of Internat'l Auditors, Inc., The
249 Maitland Avenue
Altamonte Springs, Florida 32701

Your Future in the Field of Internal Auditing

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Accounting As A Career
Bank Employment Jobs for Women
Bank Jobs in Savings and Loan
Career As A Court Reporter-Legal Reporter
Careers in Credit, Retail, Banks, Business
Careers in Investment Banking
Career As A Life Insurance Agent
Careers in Mathematical Statistics-Statistician
Career As A Public Accountant
Career As A Public Stenographer
Collection Agency Operation As A Career
Computer Technology-Data Processing Careers
Jobs and Careers in Banking
Management Accouting As A Career
Property-Liability Insurance Business

International Association of Business Communicators
Attention: John N. Bailey
870 Market Street, Suite 928
San Francisco, California 94102

Business Communication As A Career

International Consumer Credit Association
Director of Education
375 Jackson Avenue
St. Louis, Missouri 63130

(E) Credit Industry Career Kit
The Credit Manager's Uncomfortable Posture
Employment Outlook for Credit Officials
Hospital Credit As A Management Career
Mr. Executive: A Profile for the Seventies
Your Future in the Credit Field by Neilfeld

Investment Counsel Association of America, Inc.
127 East 59th Street
New York, New York 10022

Investment Counsel-The Professional Solution to Investment Problems

ITT Educational Services, Inc.
55 West 42 Street
New York, New York 10036

A Guide to Your Future in Computers

Life Insurance Marketing and Research Association
170 Sigourney Street
Hartford, Connecticut 06105

The Life Insurance Career
Take A Good Look At Life Insurance

National Association of Bank Women
111 E. Wacker Drive
Chicago, Illinois 60601

Careers for Women in Banking

National Association of Business Economics
28349 Chagrin Boulevard
Cleveland, Ohio 44122

Business Economics Careers

National Association of Credit Management
475 Park Avenue, South
New York, New York 10016

Education for Credit and Financial Management
Occupational Brief-Credit Manager
Opportunities in Credit Management

National Association of Life Underwriters
Committee on Education
1922 F Street, N.W.
Washington, D.C. 20006

Why Not A Career In Life Insurance?--Careers for Women-Your Career Path
You and Your Life Insurance Agent
Who Am I?
Your Life Insurance Agent and You
The Common Denominator of Success

National Association of Mutual Insurance Companies
7931 Castleway Drive
Indianapolis, Indiana 46250

Do It--Where It's Happening in Insurance

National Association of Securities Dealers, Inc.
1735 K Street, N.W.
Washington, D.C. 20006

Publications Order Form

National Business Education Association
Dulles International Airport
P.O. Box 17402
Washington, D.C. 20061

Careers in Automatic Data Processing

National Business Education Association
1906 Association Avenue
Reston, Virginia 22091

Careers in Business

National Consumer Finance Association
6th Floor, Solar Building
1000 16th Street, N.W.
Washington, D.C. 20036

Your Future in Consumer Credit

National Credit Union Youth Programs
Box 391
Madison, Wisconsin 53701

Your Place in Credit Unions

National Society of Public Accountants
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

Opportunities in Public Accounting, For You
Public Accounting As A Career For You

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Business and Office
Careers for a Changing World
Communications, Transportation, Business and Office, The Arts, and Health

New York Stock Exchange
11 Wall Street
New York, New York 10005

You and The Investment World

Pennsylvania Institute of Certified Public Accountants
1100 Lewis Tower Building
Philadelphia, Pennsylvania 19101

Accounting, a Career for Women, Too
Accounting for the Future
Information for CPA Candidates
The Making of a CPA
What Does a CPA Do?

The Prudential Insurance Company of America
Education Department
Box 36
Newark, New Jersey

Facing Facts About Career Opportunities for The High School Graduate
Facing Facts About Your College Career
Facing Facts About Preparing Your Future
Facing Facts About the 2-year College

Research Publishing Company
P.O. Box 245
Boston, Massachusetts 02101

Actuary by Jordan, Wallace C.
Computer Programmer, Cox, David W.
Life Underwriter, Osler, Robert W.

Simon And Schuster, Inc.
630 Box 135
Largo, Florida 33540

Credit Manager

Small Business Administration
Pittsburgh District Office
1404 Federal Building
1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

Small Business Administration - Listing of Publications

Society of Actuaries
208 South LaSalle Street
Chicago, Illinois 60604

The Actuarial Profession in the United States and Canada
Consider a Career in Actuary
Preliminary Actuarial Examinations
So You're Good at Math...Then Consider A Career in Actuary

Society of Certified Consumer Credit
7405 University Drive
St. Louis, Missouri 63130

Professional Advancement
Professional Certification-Education Program
Program Application
Technical College Pioneers
Two-Year Credit Course

Sperry Univac
P.O. Box 500
Blue Bell, Pennsylvania 19422

Facts on Computer Careers
Mighty New Servant to the Mind of Man

State of New Jersey
Department of Labor and Industry
Division of Planning and Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Claims Adjuster
Credit and Collection Manager
Data Processing Occupations
Occupations in Accounting
Teller

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Employment Outlook For Credit Officials 2901-01109

U.S. Civil Service Commission
Washington, D.C. 20415

Accountants, Auditors, and I.R.S. Agents, Announcement No. 425

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Employment Outlook for Insurance Occupations
Giving Credit Where Credit is Due

U.S. Department of Transportation
Federal Highway Administration
Washington, D.C. 20590

A Career For Accounting Majors

Action
Washington, D.C. 20525
Volunteers in ACTION

Advertising Education Publications
3429 55th Street
Lubbock, Texas 79413
Where Shall I Go To College to Study Advertising?

Air Force ROTC
Recruiting Division
Maxwell, AFB, Alabama 36112

Achievement Through Education
The Changing Profession
What's New In Air Force ROTC-1975

American Association for Jewish Education
114 Fifth Avenue
New York, New York 10011
Jewish Education Needs You!
Make It Your Career

American Association of Law Libraries
53 West Jackson Boulevard, Suite 1201
Chicago, Illinois 60604
This Is Law Librarianship

American Bar Association
Information Services
1155 East 60th Street
Chicago, Illinois 60637
Law As A Career

American Council on Education for Journalism
School of Journalism
University of Missouri
Columbia, Missouri 65201
Education for a Journalism Career
A Reporter Reports

American Foundation for the Blind
15 West 16th Street
New York, New York 10011
Seven Careers

American Institute of Nutrition
9650 Rockville Pike
Bethesda, Maryland 20014
A Newspaper Career and You
1976 Journalism Scholarship Guide

American Newspaper Publishers Association Foundation
P.O. Box 17407
Dulles Airport
Washington, D.C. 20041
Your Future in Daily Newspaper

American Public Works Association
Education Foundation
1313 East 60th Street
Chicago, Illinois
Career Opportunities in Public Works

American Vocational Association, Inc.
1510 H Street, N.W.
Washington, D.C. 20005
AVA Publications

Book World Promotions
87 Chrislie Street
Newark, New Jersey 06105
Do You Belong In Journalism

Boy Scouts of America
North Brunswick, New Jersey 08902
(E) In-School Career Seminars
(E) Post Action Ideas in 21 Careers

Bureau of Apprenticeship & Training
Office of Information, Manpower Association
U.S. Department of Labor
Washington, D.C. 20210
Apprenticeship: Past & Present
The National Apprenticeship Program

Central Intelligence Agency
Office of Personnel
Washington, D.C. 20505
Clerical Careers in the CIA
Intelligence Professions

Chamber of Commerce of the United States
1615 H Street, N.W.
Washington, D.C. 20062

(E) Career Education and the Businessman
(E) Career Education--What It Is and Why We Need it From Leaders of Industry, Education, Labor and the Professions

Civil Aeronautics Board
Washington, D.C. 20428

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Police Officers
Protective Service Occupations

Consumer Information Center
Pueblo, Colorado 81009

Consumer Information Catalog

Council of Canadian Personnel Associations
2221 Younge Street, Suite 602
Toronto, Ontario, Canada M4S 2B4

Personnel Management

Department of the Air Force
Air Force Opportunities
P.O. Box AF
Peoria, Illinois 61614

Air Force Academy
Bring Me Men-United States
Have You Got What It Takes?

Department of the Army
Army Medical Department
Personnel Support Agency
Washington, D.C. 20314

The Army Medical Specialists Corps Officer
Army Occupational Therapy Clinical Affiliation

Department of Army
Army ROTC
Fort Monroe, Virginia 23651

Army ROTC Facts
Army Junior ROTC
Army ROTC....Programs
Army ROTC Scholarships
The Army ROTC 2-Year Program
Requirements
Veterans Information Folder

Department of the Army
HQ U.S. Military Academy
West Point, New York 10996

Military Academy-West Point
Profile-United States
West Point

Department of Defense
High School News Service
Bldg. X - 18, Naval Station
Norfolk, Virginia 23511

PROFILE - Basic Facts, October 1977

Department of Health, Education and Welfare
Social Security Administration
Baltimore, Maryland 21235

Assignment: Worldwide Foreign Service Communications & Records Assistants and Technicians
Department of State
Federal Jobs in Engineering, Physical Sciences, and Related Professions
Secretaries, Stenographers, Typists with the Department of State

Department of the Navy
U.S. Naval Academy
Annapolis, Maryland
c/o Superintendent's Office

Annapolis

Harry Lindeberg School
Piney Point, Maryland 20674

A Future with the U.S. Merchant Marine
Training for Careers in the Towing Industry

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Advertising Copy Writer--
Advertising, Journalism
Career As A Corporation Lawyer
Careers in The F.B.I.
Career As A Lawyer
Career As A Member of Congress
Career As A News Correspondent
Careers in Newspaper Publishing
Career As A Patent Lawyer
Career As A Professional Writer
Careers in Public Relations Work
Careers with State & County Police Dept.
Career As A Tax Lawyer
Criminology-Criminologist
Crime Science
Editor and Editorial Work As A Career
Fire Departments, Fire Fighter,
Fire Prevention
Job & Careers in Publicity
Jobs with Magazines--Journalism Career
Labor Relations in Industry-Unions-
Government
News Reporter--Newspapers, Magazines,
Radio, TV
Police & Crime Prevention Work As A
Career
Politics-Elected Officeholder
Administrator
Sports Writer--Reporter--Journalist
Trade Association and Chamber of Commerce

International Association of Business
Communicators
Suite 469, 870 Market Street
San Francisco, California 94102

Industrial Editing

International Association of Fire
Fighters
1750 New York Avenue, N.W.
Washington, D.C. 20006

Today's Fire Fighter Is A Professional

International Conference of Police
Associations
Attention: Careers Unit
1241 Pennsylvania Avenue, S.E.
Washington, D.C. 20003

Police Officer Careers

Manpower Administration
U.S. Department of Labor
Washington, D.C. 20213

The Employment Service

National Association of Broadcasters
1771 N Street, N.W.
Washington, D.C. 20036

Broadcasting the News
Careers in Radio
Careers in Television

The National Association of Letter Carriers
100 Indiana Avenue, N.W.
Washington, D.C. 20001

The Mail Man
So You Want to Carry The Mail

National Council on Crime and Delinquency
Continental Plaza
411 Hackensack Avenue
Hackensack, New Jersey 07601

Careers in the Criminal Justice System

National Newspaper Association
491 National Press Building
Washington, D.C. 20045

A Career in Journalism
To A Rewarding Career In Journalism

National Society of Public Accountants
1717 Pennsylvania Avenue, N.W.
Suite 1200
Washington, D.C. 20006

Opportunities in Public Accounting--For
You

The Newspaper Fund
P.O. Box 300
Princeton, New Jersey 08540

Journalism Scholarship Guide
A Newspaper Career For You

The Newspaper Guild
1125 15th Street, N.W.
Washington, D.C. 20036

The Paralegal Institute
3201 N. 16th Street, Suite 11
Phoenix, Arizona 85016

The Lawyer's Assistant

The Population Association of America, Inc.
P.O. Box 14182
Benjamin Franklin Station
Washington, D.C. 20044

Careers in Demography

The Providence Journal--Bulletin
75 Fountain Street
Providence, Rhode Island 02902

Your Future in Daily Newspapers

Public Relations Society of America, Inc.
845 Third Avenue
New York, New York 10022

Careers in Public Relations

Radio & Television News
Directors Association
% WKAR Michigan State University
East Lansing, Michigan 48824

Broadcasting News Careers

Rockwell International
P.O. Box 10462
Dallas, Texas 75207

Career Opportunities
Rockwell-Collins

Sigma Delta Chi
35 E. Wacker Drive
Chicago, Illinois 60601

Society of Fire Protection Engineers
60 Battermarch Street
Boston, Massachusetts 02110

Select Fire Protection Engineering

State of New Jersey
Department of Labor and Industry
Division of Planning and Research
P.O. Box 2765
Room #1010
Trenton, New Jersey 08625

Correction Officer
Police Officer

U.S. Atomic Energy Commission
P.O. Box 62
Oak Ridge, Tennessee 37830

U.S. Energy Research & Development Administration Careers

U.S. Civil Service Commission
Washington, D.C. 20415

Accountants, Auditors, IRS Agents
Computer Specialists
Engineering, Physical & Mathematical Sciences & Related Professions
Federal Job Information Centers Directory

U.S. Coast Guard
U.S. Coast Guard Academy
New London, Connecticut 06320

U.S. Coast Guard Academy Bulletin

U.S. Department of Agriculture
National Agricultural Library
Beltsville, Maryland 20705

Professional Careers for Librarians

U.S. Department of Commerce
Maritime Administration
Washington, D.C. 20230

Particulars Regarding Employment in the U.S. Merchant Marines
U.S. Merchant Marine Academy

U.S. Department of Commerce
NOAA
Rockville, Maryland 20852

Careers for Cartographers
Careers and Challenges
Careers for Chemists
Careers for Engineers
Careers for Fishery Biologists
Careers for Geodesists

Careers for Hydrologists
Careers for Mathematicians
Careers for Meteorologists
Careers for Oceanographers
Careers for Physicists

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

Careers with HUD
The Department of Housing and Urban Development Intern Program Fact Sheet
Working for the USA

U.S. Department of the Interior
Office of the Secretary
Washington, D.C. 20240

Careers in the National Park Service
Careers in the U.S. Department of Interior

U.S. Department of Interior
Fish & Wildlife Service
Bureau of Sport Fisheries & Wildlife
Federal Bldg., Fort Snelling
Twin Cities, Minnesota 55111

Life Sciences
Working for the USA

U.S. Department of Justice
Law Enforcement Association Administration
Washington, D.C. 20530

Careers in the Criminal Justice System
Criminal Justice Careers
Criminal Justice Career Opportunities
Employment Opportunities
Internship Program
LEEP... As A Step Ahead

U.S. Department of Justice
Federal Bureau of Investigation
Washington, D.C. 20535

The FBI Laboratory
FBI Legal Instruction: Experience & Scholarship
Fingerprint Identification
How to Become a Fingerprint Examiner with the FBI
Information on Computer Programer & Computer Systems Analyst
Job Qualifications of Radio Maintenance Technology
Laboratory Positions in the FBI
99 Facts About the FBI

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Clerical Jobs and Your Career
Clerical Occupations
English and Your Career
Index to Publications of the Employment and Training Administration
Jobs for Which Apprenticeships are Available
Jobs for Which A College Education is Usually Required
Jobs for Which A High School Education is Generally Required
Jobs for Which A High School Education is Preferred, but not Essential
Jobs for Which Junior College, Technical Institute, or Other Specialized Training Is Usually Required
Liberal Arts and Your Career
Mechanics and Your Career
Science and Your Career
U.S. Workers and Their Jobs: The Changing Picture

U.S. Department of Labor
Bureau of Apprenticeship and Training
601 D Street, N.W.
Room 5000
Washington, D.C. 20213

Employment and Training Program Highlights

U.S. Department of Labor
Manpower Administration
Washington, D.C. 20213

American Manpower Today

U.S. Department of Transportation
Federal Highway Administration
Washington, D.C. 20590

Be A R-O-W Officer
U.S. Department of Transportation Facts & Functions

U.S.A.F.A. (R.R.)
U.S.A.F. Academy
Colorado 80840

The Air Force Academy-An Introduction
U.S. Air Force Academy Catalog

University of San Diego
Lawyer's Assistant Program
Alcata Park
San Diego, California 92110

A New Career to Be: A Lawyer's
Assistant
Paralegal Training-Lawyer's Assistant

WWWW/Information Services, Inc.
Box 3660
Rochester, New York 14609

Newsletter-Volume VI, No. 7
Health Services

Academy of Osteopathic Medicine
405 Grand Avenue
Dayton, Ohio 45405

What Is A D.O.?

Acoustical Society of America
335 East 45th Street
New York, New York 10017

Acoustics and You

Accrediting Bureau of Medical Laboratory Schools
Oak Manor Office
29089 U.S. 20 West
Elkhart, Indiana 46514

Accredited Medical Laboratory Technical & Medical Association Schools

Alumnae Advisory Center, Inc.
541 Madison Avenue
New York, New York 10022

The American Academy of Family Physicians
Order Department
1740 West 92nd Street
Kansas City, Missouri 64114

Facts About the New Specialty of Family Practice
Family Physician Career Information Packet
Parents Magazine Reprint, April, 1975 - Meet The Family Doctor
What is Family Practice?
What is A Family Doctor?

American Academy of Pediatrics
P.O. Box 1034
Evanston, Illinois 60204

A Career in Pediatrics
News and Comment, April 1975, The Pediatric Assistant. A Progress Report
Pediatric Nurse Practitioner

American Alliance for Health, Physical Education & Recreation
1201 16th Street, N.W.
Washington, D.C. 20036

Careers in Activity and Therapy Fields
Professional Preparation in Adapted Physical Education Therapeutic Recreation and Corrective Therapy
Your Future As A Teacher of Elementary School Physical Education

American Anthropological Association
Career Information Office
1703 New Hampshire Avenue, N.W.
Washington, D.C. 20009

Anthropology Career Day Program
Marketing Yourself
Opportunities for Contract Work in Archaeology and Historic Preservation
State Employment Opportunities for Archaeologists
What is Anthropology?
What is Medical Anthropology?

American Assembly of Collegiate Schools of Business
760 Office Parkway, Suite 50
St. Louis, Missouri 63141

Your Career As A College Professor Of Business

American Association of Colleges of Pharmacy
Office of Student Affairs
8121 Georgia Avenue, Suite 800
Silver Springs, Maryland 20910

American Association of Colleges of Pharmacy
4630 Montgomery Avenue
Bethesda, Maryland 20014

Pharmacy Education Responds to Challenging Health Care Needs
Pharmacy Serves Everyone
Publications Available from AACP
Shall I Study Pharmacy

American Association of Industrial Nurses, Inc.
79 Madison Avenue
New York, New York 10016

Have You Considered A Career In Occupational Health Nursing

American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604

This is Law Librarianship

American Association of Medical Assistant, Inc.
One East Wacker Drive, Suite 1510
Chicago, Illinois 60601

A Career As A Medical Assistant
Certification Examination
Facts About the American Association of Medical Assistants
Medical Assistant: The Most Versatile Member of the Allied Health Care Team
Reach Out with Love Through Medical Assisting

American Association of Nurse Anesthetists
111 E. Wacker Drive
Chicago, Illinois 60605

Anesthesia-A Special Type of Nursing

The American Association of Orthodontists
7477 Delmar Boulevard
St. Louis, Missouri 63130

Orthodontics: A Challenging Dental Career
Orthodontics: A Special Kind of Dentistry

American Association for Rehabilitation Therapy
P.O. Box 93
North Little Rock, Arkansas 72116

Rehabilitation Therapy

American Association for Respiratory Therapy
7411 Hines Place
Dallas, Texas 75235

More ART Facts
Respiratory Therapy-Educational Programs

American Astronomical Society
211 Fitz Randolph Road
Princeton, New Jersey 08540

A Career in Astronomy
Guidelines to Employment Opportunities in Astronomy

American Chemical Society
1155 16th Street, N.W.
Washington, D.C. 20036

ACS List of Approved Schools
Careers in Chemistry: Question and Answers
Financial Aids for College Students
1975 Salary Survey

American College of Hospital Administrators
840 N. Lake Shore Drive
Chicago, Illinois 60611

Your Career in Hospital Administration

American College of Radiology
20 N. Wacker Drive
Chicago, Illinois 60606

Occupational Brief #24-Radiological Technologist
Occupational Brief #462-Radiologist

American Council on Pharmaceutical Education
One East Wacker Drive
Chicago, Illinois 60601

Colleges of Pharmacy-Accredited Degree Program

American Dental Association
211 East Chicago Avenue
Chicago, Illinois 60611

Accredited Dental Laboratory Technology Program
Dental Laboratory Technicians
Dentistry-the Career of Choice for Women
Dentistry-A Changing Profession
Orthodontics-A Challenging Dental Career
There is an ACTION Career Ahead When You Become A Trained Dental Assistant

American Dental Hygienists' Association
211 East Chicago Avenue, Suite 1616
Chicago, Illinois 60611

Careers in Dental Hygiene

American Dental Hygienists' Association
Department of Education
211 East Chicago Avenue, Suite 1230
Chicago, Illinois 60611

There's An Action Career Ahead....
When You Become an Educated
Dental Assistant

American Diabetes Association
600 Fifth Avenue
New York, New York 10020

Career Choices for Diabetics
Careers in Dental Hygiene

American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036

Teaching As A Career

American Foundation for the Blind
15 West 16th Street
New York, New York 10011

Seven Careers

American Genetic Association
1028 Connecticut Avenue, N.W.
Washington, D.C. 20036

A Career in Genetics

American Geophysical Union
1707 L Street, N.W.
Washington, D.C. 20036

Geophysics: The Earth in Space

American Health Care Association
1200 Fifteenth Street, N.W.
Washington, D.C. 20005

Health Career Opportunities

American Institute of Biological
Sciences
Education Department
1401 Wilson Boulevard
Arlington, Virginia 22209

Careers in Biology

American Institute of Physics
335 East 45th Street
New York, New York 10017

Physics: A Career For You?
Should You Be A Physicist?
Wise Use of Science

American Industrial Hygiene
Association
66 South Miller Road
Akron, Ohio 44313

Industrial Hygiene--The Key To Occupational
Therapy

American Mathematical Society
Box 6248
Providence, Rhode Island 92940

Seeking Employment In The Mathematical
Sciences

American Medical Association
535 N. Dearborn Street
Chicago, Illinois 60610

Helping Hands
200 Ways to Put Your Talent To Work
in The Health Field

American Medical Record Association
875 N. Michigan Avenue
Suite 1850
Chicago, Illinois 60611

Medical Record Administrator-Fact File

American Medical Technologist
710 Higgins Road
Park Ridge, Illinois 60068

Accredited Medical Laboratory
Technicians and Medical
Assistant Schools
Answers to Questions About An Exciting
Career in Medical Technology
Medical Technology-Your Service Career,
Your Civilian Career
The Registered Medical Assistant
Standards, Programs, Awards
Standards and Qualifications for Registration

American Medical Women's Association
1740 Broadway
New York, New York 10019

Career Choices for Women in Medicine
200 Ways to Put Your Talent To Work
In The Health Field

American Occupational Therapy
Association, Inc.
Public Affairs Division, Suite 200
6000 Executive Boulevard
Rockville, Maryland 20852

Occupational Therapy Educational Program
Occupational Therapy Is.....
Your Educational Requirements for
Occupational Therapy

American Osteopathic Association
212 East Ohio Street
Chicago, Illinois 60611

Fact Sheet American Osteopathic
Association
Osteopathic Medicine

American Physical Therapy Association
Department of Educational Affairs
1156 Fifteenth Street, N.W.
Washington, D.C. 20005

Careers in Physical Therapy

The American Podiatry Association
20 Chevy Chase Circle, N.W.
Washington, D.C. 20015

Doctor of Podiatric Medicine
Podiatry Education
Students Consider A Career In Podiatry

American Psychiatric Association
Attention: Henry H. Work, M.D.
1700 Eighteenth Street, N.W.
Washington, D.C. 20009

Careers in Psychiatry

American Psychological Association
1200 17th Street, N.W.
Washington, D.C. 20036

Careers in Psychology

American Public Health Administration
1015 18th Street, N.W.
Washington, D.C. 20036

A Career in Public Health

American Registry of Radiologic
Technologists
2600 Wayzata Boulevard
Minneapolis, Minnesota 55405

The American Registry of Radiologic
Technologists

American Society of Biological Chemists
9650 Rockville Pike
Bethesda, Maryland 20014

American Society for Medical
Technology
5555 West Loop South
Suite 200
Bellaire, Texas 77401

Accredited Educational Programs for
Training the Medical Technician
Careers in the Medical Laboratory

American Society for Microbiology
1913 Eye Street, N.W.
Washington, D.C. 20006

Education-Colleges & Universities
Granting Degrees in Microbiology
Microbiology, Where Does It Fit In
Your Career Plans?
Microbiology In Your Future

American Society of Pharmacology
& Experimental Therapeutics, Inc.
9650 Rockville Pike
Bethesda, Maryland 20014

This Is The Profession of Pharmacology

American Society of Radiologic
Technologists
Suite 836
500 North Michigan Avenue
Chicago, Illinois 60611

American Society of Safety Engineers
850 Bussee Highway
Park Ridge, Illinois 60068

Careers: Occupational Safety & Health

American Speech and Hearing Association
9030 Old Georgetown Road
Washington, D.C. 20014

College and University Programs, Speech Pathology and Audiology
The Speech Pathologist in the Schools
Speech Pathology and Audiology in Predominantly Black Institutions
Student Financial Aid: Speech Pathology and Audiology

American Statistical Association
806 15th Street, N.W.
Washington, D.C. 20005

A Career in Statistics

American Veterinary Medical Association
930 North Meacham Road
Schaumburg, Illinois 60196

Catalog of Materials Available From The AVMA

Ander, Frank
Federation of Rocky Mountain States
2480 W. 26th Street
Denver, Colorado 80211

(E) Where Do We Go From Here? (film)

Archaeological Institute of America
260 West Broadway
New York, New York 10013

Archaeology As A Career

Association for the Education of the Visually Handicapped
919 Walnut, Fourth Floor
Philadelphia, Pennsylvania 19103

Association of Physician Assistant Programs
2120 L Street, N.W.
Suite 210
Washington, D.C. 20037

The P.A. Professional-What You Should Know

AUPHA
1755 Massachusetts Avenue
Washington, D.C. 20036

Hospital and Health Care Administration
Sources of Career Info in Hospital & Health Care Administration

Barber, George (Mr.)
Ohio State University
Department of Photography and Cinema
156 West 19th Street
Columbus, Ohio 43210

(E) I Want To Be.....(film)

Bennewitz, Paul Dr., Director
Division of Career and Vocational Education
Arizona Department of Education
1535 West Jefferson Street
Phoenix, Arizona 85007

(E) The Concept (film)
(E) Ideas in Action (film)

Board of Registry of the American Society of Clinical Pathologists
Box 4672
Chicago, Illinois 60680

Botanical Society of America
Office of the Secretary
New York Botanical Garden
Bronx, New York 10458

Botany As A Profession

Boys Clubs of America
771 First Avenue
New York, New York 10017

Professional Career in Boys Club Work

Boy Scouts of America
North Brunswick, New Jersey 80902

Why Not Consider Something Different

Canadian Dietetic Association
7 Pleasant Boulevard, Suite 214
Toronto, Ontario, Canada M4T 1K2

Dietetics

Career Office
Society of Toxicology
Dr. Joseph F. Borzelleca
Department of Pharmacology
Medical College of Virginia
Richmond, Virginia 23219

Toxicology As A Profession

Channing L. Bete Company, Inc.
Greenfield, Massachusettes 01301

The A-B-C's of Occupational Therapy
What Everyone Should Know About RN's

Civil Aeronautics Board
Washington, D.C. 20428

Careers for Economist

Commonwealth of Pennsylvania
Department of Labor & Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Answers to Your Questions About An Exciting Career in Medical Technology
Health Careers
Hospital Attendent
Licensed Practical Nurse
Medical Laboratory Workers
Nurse
Occupations in Library Science

Congress of Neurological Surgeons
Joint Committee On Education AANS and CNS
Dr. R.R. Tasker, Subcommittee on Public Education
UW 1-124, Toronto General Hospital
Toronto, Ontario, Canada M5G 1L7

Neurological Surgery As A Career

Coon, Nile Dr., Chief
Division of Educational Media
Pennsylvania Department of Education
P.O. Box 911
Harrisburg, Pennsylvania 17126

(E) The Sum Of All Parts (film)

Council of Chiropractic Education
2200 Grand Avenue
Des Moines, Iowa 50312

A Professional Career in Chiropractic
(E) Vocational Guidance Manual for Counselors

Council on Dental Education
American Dental Association
211 E. Chicago Avenue
Chicago, Illinois 60611

Careers in Dental Hygiene
Employment Outlook for Dental Laboratory Technicians
There's An Action Career Ahead

Day Care and Child Development
Council of America, Inc.
102 14th Street, N.W.
Washington, D.C. 20005

A New Day in Child Care
1976 Publications Catalog

Dental Laboratory Conference
1918 Pine Street
Philadelphia, Pennsylvania 19103

The Dental Laboratory Technician

Department of Allied Medical Professions and Services
Division of Medical Education
American Medical Association
535 W. Dearborn Street
Chicago, Illinois 60610

Department of Army
Army Medical Department
Personnel Support Agency
Forrestal Building
Washington, D.C. 20314

The Army Dietetic Internship
The Army Medical Specialists Corps Officer
The Army Occupational Therapy Clinical Affiliation
The U.S. Army-Baylor University Program in Physical Therapy

Department of Health, Education and Welfare
Public Health Service
National Institute of Health
Bethesda, Maryland 20014

A Directory of Programs, Training... Physician Support Personnel
Health Professions Student Loan Program
How to Pay For Your Health Career Education
It's A Two Way Street
Join the Life Corps
Nursing Scholarship Program

Nursing Student Loan Program
Toward Health Manpower Opportunity
200 Ways to Put Your Talent To Work In The Health Field

Department of School Nurses
NEA
1201 Sixteenth Street, N.W.
Washington, D.C. 20036
The Unique Functions of The School Nurse

Eastern School for Physicians' Aides
85 Fifth Avenue
New York, New York 10003
Answers to Your Questions About An Exciting Career In Medical Technology

Education Commission of the States
300 Lincoln Tower
1860 Lincoln Street
Denver, Colorado 80295
(E) The Career Education Project

Education Services
American Council of Life Insurance
Health Insurance Institute
277 Park Avenue
New York, New York 10017

Eli Lilly and Company
Indianapolis, Indiana 46206
Pharmacists Work for Better Community Health

Engineers' Council for Professional Development, Inc.
345 East 47th Street
New York, New York 10017
Nuclear Engineering-A Challenge for A Promising Future

Federal Extension Service
U.S. Department of Agriculture
Washington, D.C. 20250

Federation of American Societies for Experimental Biology
9650 Rockville Pike
Bethesda, Maryland 20014
Careers in Physiology
Challenges of Nutrition

Fisher, Robert (Mr.)
Resource Center
Texas Education Agency
201 East 11th Street
Austin, Texas 78701
(E) Work is Child's Play (film)

Ford, Jack (Mr.), Assistant Director
Division of Vocational Education
Career Development Services
State Department of Education
65 South Front Street
Columbus, Ohio 43215
(E) Approaches to Orientation (film)
(E) Career Education in Ohio (film)
(E) Career Exploration (film)
(E) School Report (film)

Girl Scouts of the U.S.A.
830 Third Avenue
New York, New York 10022
Look Into The Career of Your Life
The Job, Duties and Responsibilities of A Girl Scout Executive
This Way
What Will Summer Do For You?

Hospital Financial Management Association
666 N. Lake Shore Drive, Suite 245
Chicago, Illinois 60611
Find A Career That Counts--In Hospital Financial Management

Humanities Consultative Service
Division of Fine Arts
Northeast Missouri State University
Kirkville, Missouri 63501
Career Choices for the Multi-Talented Student
Preparation of Humanities Teachers K-12
What Does a Humanities Teacher Do?

Indiana State University
Terre Haute, Indiana 47809

Athletic Training Careers

Industrial Technology Education
The Ohio State Universtiy
190 West 19th Street
Columbus, Ohio 43210

Industrial Arts-Teaching As A Career

Information Office
Bureau of Indian Affairs
Room 4071, Interior Building
Washington, D.C. 20240

Bureau of Indian Affairs

Institute of Food Technologists
221 North LaSalle
Chicago, Illinois 60601

Food Science & Technology-A Career for You

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Biochemist-Life Science, Biology, Chemistry
Botanist and Plant Scientist
Business Commercial Education Teaching
Career As An Archaeologist and Anthropologist
Career As A Community-Public Health Nurse
Career As A Dental Assistant
Career As A Dental Hygienist
Career As An Economist
Career As A Home Economics Teacher
Career As A Licensed Practical Nurse
Career As An Optician
Career As A Psychiatrist
Career As A Psychologist
Career As A School-College Librarian
Careers in Anesthesia
Careers in Anesthesia - The Physician and Nurse
Career As An Archaeologist and Anthropologist
Careers in Biological Science
Careers As Doctors in Eye, Ear, Nose, and Throat Medicine
Careers As A Food Chemist
Careers As A Medical Doctor
Careers in Medical Research
Careers in Primary Teaching
College Teacher-Professor As A Career
Dental Technician-Dental Laboratory Technologist
Dentistry As A Career
Hospital and Institutional Dietetics
Industrial-Occupational Health Nurse
Jobs-Careers in Public Health Service
Kindergarten Teacher-Childhood Education
Librarianship As A Career
Medical Radiologic-X-Ray Technologist
Medical Secretary-Medical Assistant Careers
Medical Technologist-Medical Laboratory Technician
Nursery School Teacher-Director
Nursing Careers-Opportunities Nationwide
Osteopathy As A Career
Paid Employment With Youth Organizations
Physical Education and Athletics Teacher
Physical Therapy, the Career For You
Professional Occupational Therapist
Professional and Teaching Careers in Dramatic Art
Rehabilitation Jobs-Physically, Mentally Handicapped
Research Careers in Agriculture
School Music Teacher-Educator Career
Science Career As A Microbiologist
Scientific Career As A Physicist
Scientific Careers in Chemistry
Scientific Employment Open to Women
Scientific Research and Product Development in Industry
Special Librarian-Business, Industry, Scientific
Teacher of Art Careers Nationwide
Teacher of Industrial Arts
Teaching As A Career
Vocational Technical Teacher-Careers
Your Career As An Athletic-Sports Coach
Your Career As An Elementary School Teacher
Your Career As A High School Teacher
Your Career As A Surgeon

International Chiropractors Association
Public Information Director
741 Brady Street
Davenport, Iowa 52808

Chiropractic
Employment Outlook for Chiropractors

Looking for Something?
Why Not A Career in Chiropractic

International Society of Clinical Laboratory Technologists
805 Ambassador Building
411 N. Seventh Street
St. Louis, Missouri 63101

International Reading Association
800 Barksdale Road
Newark, Delaware 19711

Professional Preparation in Reading for Classroom Teachers
Reading Specialists: Roles, Responsibilities & Qualifications
The Reading Teacher
Student Memberships

Intersociety Committee on Pathology Information
9650 Rockville Pike
Bethesda, Maryland 20014

Pathology: The Science of Disease

Joint Information Service of the American Psychiatric Association
Mental Health Association
1700 Eighteenth Street, N.W.
Washington, D.C. 20009

The Registered Nurse in The Psychiatric Setting
Social Worker in Mental Health
What Is A Psychiatrist?

Kahn, Irwin A. (Mr.)
State Project to Implement Career Education (SPICE)
236 West 26th Street
New York, New York 10001

(E) SPICE: A Process in Career Education (film)

Ladies Auxiliary
Pennsylvania Chiropractic Society
21 Fullerton Road
Jackson Knolls
New Castle, Pennsylvania 16102

Lee and Febiger
600 Washington Square
Philadelphia, Pennsylvania 19106

An Introduction to the Profession of Medical Technology

Manufacturing Chemists Association
Attention: Education Manager
1825 Connecticut Avenue, N.W.
Washington, D.C. 20009

Careers for Adventurers
Your Tomorrow
Your Tomorrow--A Guide To Careers In The Chemical Industry

Medical Library Association, Inc.
Suite 3208
919 North Michigan Avenue
Chicago, Illinois 60611

Careers in Health Science Librarianship

Merck and Company, Inc.
Rahway, New Jersey 07065

Professional Representative

Meuninck, James A. (Mr.)
Career Education Consultant
Indiana Career Resource Center
1209 S. Greenlawn Avenue
South Bend, Indiana 46615

(E) Dawn to Dusk, Part I, Elementary (film)
(E) Dawn to Dusk, Part II, Secondary (film)

Music Library Association
343 S. Main Street, Room 205
Ann Arbor, Michigan 48108

Mycological Society of America
Dr. Melvin S. Fuller, Department of Botany
University of Georgia
Athens, Georgia 30602

Careers in Mycology

National Academy of Science
National Research Council
2101 Constitution Avenue
Washington, D.C. 20418

Career Opportunities in Biology

National Association for The Education of Young Children
1834 Connecticut Avenue, N.W.
Washington, D.C. 20009

Answers About Careers in Early Childhood Education
NAEYC Publications

National Association of Independent Schools
4 Liberty Square
Boston, Massachusetts 02190

Teaching In The Independent School: A Career

National Association for Industry-Education Cooperation
235 Hendricks Boulevard
Buffalo, New York 14226

(E) Community Based Career Education Advisory Councils

National Association for Mental Health, Inc.
1800 North Kent Street
Arlington, Virginia 22209

National Association for Practical Nurse Education and Service
122 East 42nd Street, Suite 800
New York, New York 10017

Career Opportunities in Licensed Practical Nursing

National Association for Retarded Citizens
2709 Avenue E, East
Arlington, Texas 76010

National Association for Science Writers
Box H, Sea Cliff
New York, New York 11579

Guide to Careers in Science Writing, A.

National Board for Certification
3801 Mt. Vernon Avenue
Alexandria, Virginia 22302

Accredited Dental Laboratory Programs
Certified Dental Technician Program
Hands That Think

National Board for Respiratory Therapy, Inc.
1900 West 47th Street
Suite 124
Westwood, Kentucky 66205

National Board, YWCA
600 Lexington Avenue
New York, New York 10022

The Challenge Today

National Federation of Licensed Practical Nurses
250 West 56th Street
Suite 323-25
New York, New York 10019

A Profile of Practical Nursing
Statement of Functions and Qualifications of Licensed Practical Nurse

National Health Council, Inc.
1740 Broadway
New York, New York 10019

200 Ways to Put Your Talent To Work In The Health Field

National Information Center For The Handicapped
Closer Look
1201 16th Street, N.W.
Washington, D.C. 20036

Special Education: Career Preparation

National Medical Association
2109 E Street, N.W.
Washington, D.C. 20037

National Medical Fellowships, Inc.
3935 Elm Street
Downers Grove, Illinois 60515

National School Public Relations Association
1801 North Moore Street
Arlington, Virginia 22209

(E) Keys to Community Involvement

National Science Teachers Association
1201 16th Street, N.W.
Washington, D.C. 20036

Keys to Careers in Science and Technology

National Vocational Agricultural Teachers Association
Box 4498
Lincoln, Nebraska 68504

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Careers for A Changing World
Health Care

New York University
School of Education, Health, Nursing and Arts Professions
Department of Prosthetics & Orthotics
317 East 34th Street
New York, New York 10016

Professional Preparation in Prosthetics and Orthotics
Prosthetist-Orthotics Occupational Brief

Nurses Association of the American College of Obstetricians and Gynecologists
One East Wacker Drive, Suite 2700
Chicago, Illinois 60601

A Commitment to Care in OGN Nursing

Office of Admissions
Michigan Technological University
Houghton, Michigan 49931

Applied Physics
Biological Sciences
Chemistry
Environmental Biology
Medical Technology
Nuclear Science and Engineering
Physics

Oklahoma Employment Security Commission
Will Rogers Memorial Office Building
Oklahoma City, Oklahoma 73103

Profiles of Health Careers

Opticians Association of America
1250 Connecticut Avenue, N.W.
Washington, D.C. 20036

SRA Occupational Brief #86-Opticians

Palmer College of Chiropractic
1000 Brady Street
Davenport, Iowa 52803

A Position of Prestige/Service to Mankind

Pennsylvania College of Podiatric Medicine
Race At Eighth Street
Philadelphia, Pennsylvania 19107

Pharmacy Affairs Office
The UpJohn Company
Kalamazoo, Michigan 49001

What Is A Pharmacist?

Philadelphia College of Pharmacy and Science
Philadelphia, Pennsylvania 19104

Pharmacy Serves Everyone

Phillips, Robert J. (Mr.)
501 Lincoln Highway
Iselin, New Jersey 08830

(E) Choice Not Change (film)

Podiatry Society of the State of New York
Statler Hilton Hotel
33rd Street & 7th Avenue
New York, New York 10001

Research and Review Service of America, Inc.
P.O. Box 1727
Indianapolis, Indiana 46206

Invitation to A Career

Science Services, Inc.
1719 N Street, N.W.
Washington, D.C. 20036

Scott, Paul
Research Coordinating Unit
State Department of Education
302 State Office Building
Atlanta, Georgia

(E) Georgia Career Education Film

Secretary of State and State Librarian
Illinois State Library
Springfield, Illinois 62756

Are You A People Person?

Smithsonian Astrophysical Observatory
Public Information Office
60 Garden Street
Cambridge, Massachusetts 02138

Space for Women: Perspectives on Careers in Science

The Society of American Archivists
Ann Morgan Campbell
Executive Director
University of Illinois, Chicago Circle, The Library
P.O. Box 8198
Chicago, Illinois 60680

Education Directory-Careers and Courses in Archival Administration

Society for Industrial Microbiology
1401 Wilson Boulevard
Arlington, Virginia 22209

Careers in Industrial Microbiology

Society of Nematologists
c/o University of Georgia
Plant Pathology--Dr. Richard S. Hussey
Athens, Georgia 30602

A Career In Nematology

Society of Nuclear Medicine
475 Park Avenue, South
New York, New York 10016

Accredited Educational Programs

The American Board of Nuclear Medicine, Inc.
Nuclear Medicine Technology
Society of Nuclear Medicine
Technologist Section

Society of Professional Journalists
Sigma Delta Chi
35 East Wacker Drive
Chicago, Illinois 60601

Journalism--The Big Story

Society for Public Health Education, Inc.
655 Sutter Street
San Francisco, California 94102

What Is A Public Health Educator?

Society for Technical Communication
1010 Vermont Avenue
Washington, D.C. 20005

Technical Illustrating As A Career

Special Libraries Association
235 Park Avenue South
New York, New York 10003

Special Library Careers
What Is A Special Librarian?
The World of the Special Librarian Is A World of Information

SRA-College Division
1540 Page Mill Raod
Palo Alto, California 94304

Speech Pathologist and Audiologist

State of New Jersey
Department of Labor and Industry
Division of Planning And Research
P.O. 2765
Office of Publications, Room #1010
Trenton, New Jersey 18625

Chemist
Chemist Operator

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

U.S. Department of Health, Education and Welfare
Public Health Service
Health Resources Administration
Washington, D.C. 20201

How Health Professions Students Finance Their Education (HRA) 74-13
How to Pay for Your Health Career Education: A Guide for Minority Students (HRA) 74-8

U.S. Department of Justice
Federal Bureau of Investigation
Washington,D.C. 20534

FBI Career Opportunities

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

Athletic Trainers
Ecology and Your Career
Science and Your Career
What's Happening to Jobs in The Library Field?

The University of Texas
Southwestern Medical School
5323 Harvey Hines Boulevard
Dallas, Texas 75235

Careers in Parasitology, Medical Zoology, Tropical Medicine

Veterans Administration
Central Office (054E)
Washington, D.C. 20420

Nursing Opportunities in the Veterans Administration

Women's Bureau
U.S. Department of Labor
Employment Standards Administration
Washington, D.C. 20210

Why Not Be A Medical Technologist
Leaflet #44

Worcester Foundation for Experimental Biology

Shrewsbury, Massachusetts 01545
Giants of Basic Research

WWWW/Information Services, Inc.
Box 3660
Rochester, New York 14608

Newsletter Volume VI-No. 7
Health Services

YMCA
291 Broadway
New York, New York 10007

Brief Description of Professional YMCA Positions
Characteristics of Professional Competence
Professional Opportunities in the YMCA Today
We're in the People Business

United States Department of Agriculture
National Agricultural Library
Beltsville, Maryland 20705

Professional Careers for Librarians

Administrator, College & Employee Relations
Ingersoll-Rand Company
200 Chestnut Ridge Road
Woodcliff Lake North, New Jersey 07675
Your Future With Ingersoll-Rand

Administration Department
Manufacturing Staff
Ford Motor Company
The American Road
Dearborn, Michigan 48121

Aerospace Medical Association
Washington National Airport
Washington, D.C. 20001
Careers in Aerospace, Medicine and Life Sciences

Air Conditioning and Refrigeration Institute
1815 N. Fort Myer Drive
Arlington, Virginia 22209

Amalgamated Meat Cutters and Butchers Workmen of North America
2800 N. Sheridan Road
Chicago, Illinois 60657
Packinghouse Worker

American Bureau of Shipping
45 Broad Street
New York, New York 10004
American Bureau of Shipping

American Ceramic Society, Inc.
65 Ceramic Drive
Columbus, Ohio 43214
Career Opportunities in Ceramic Engineering
The Many Paths to a Career in Ceramic Engineering

American Foundrymen's Society
Golf and Wolf Roads
Des Plains, Illinois 60016
Cast Metal Career Briefs: Cleaning & Finishing Department
Cast Metals Career Briefs: Engineering
Cast Metals Career Briefs: Equipment Maintenance
Cast Metals Career Briefs: Metal-Casting Patternmaker
Cast Metals Career Briefs: Sales-Equipment and Castings
A Look At The Metalcasting Industry

American Gas Association
1515 Wilson Boulevard
Arlington, Virginia 22209
You Must Be Interested in Our Dynamic Industry-Natural Gas

American Institute of Aeronautics and Astronautics
1290 6th Avenue
New York, New York 10019
Your Career As An Aerospace Engineer

American Institute of Chemical Engineers
345 East 47th Street
New York, New York 10017
The Future Belongs To Chemical Engineering & You

American Institute of Industrial Engineers
Mr. Jim F. Wolbrink, Managing Director
Publications & Information Services
25 Technology Park/Atlanta
Norcross, Georgia 30071
Industrial Engineering
Industrial Engineering: The Humanized Profession

Accredited Programs Leading to Degrees In Engineering 1974
Accredited Programs Leading to Degrees In Engineering Technology
Industrial Engineering Technology
The Sky's the Limit

American Institute of Mining, Metallurgical & Petroleum Engineering, Inc.
345 E. 47th Street
New York, New York 10017

Careers for Engineers in the Mineral Industry
Careers in Metallurgy, Material Science & Metallurgical Engineering
Careers in Petroleum Engineering
Penetrating New Frontiers with Mineral Engineers
What Is Your Worth As An Engineer?

American Iron & Steel Institute
1000 16th Street, N.W.
Washington, D.C. 20036

(E) Reference & Audiovisual Materials on Iron & Steel-A Teacher's Guide

American Mining Congress
1100 Ring Building
Washington, D.C. 20036

Penetrating New Frontiers with Mineral Engineers, Geologists, Mining Engineers and Metallurgists
What Mining Means to Americans

American Public Works Association
1313 East 60th Street
Chicago, Illinois 60637

Career Opportunities in Public Works

American Paper Institute, Inc.
260 Madison Avenue
New York, New York 10016

Careers in the Paper Industry
Paper & Paper Manufacturing

American Society of Certified Engineering Technicians
2029 K Street, N.W.
Washington, D.C. 20006

Sources of Engineering Technology Career Information

The American Society of Mechanical Engineers
345 East 47th Street
New York, New York 10017

American Society for Metals
Metal Park, Ohio 40073

A Career in Metallurgy and Materials Science
A Career in Metallurgy Will Extend Your Reach
Educational Materials Media
The Metallurgical Engineering Tech.
Metals/Materials Technologists

American Society of Safety Engineers
850 Busse Highway
Park Ridge, Illinois 60068

An Introduction To.....
Scope and Functions of the Professional Safety Position

American Textile Manufacturers Institute, Inc.
400 South Tyron Street
Charlotte, North Carolina 28285

Career Awareness Through Textiles
In Textiles, A Career Comes With Every Job
There's a Career for You in Textile Administration
There's A Career for You in Textile Environmental Sciences
There's A Career for You in Textile International Business
There's A Career for You in Textile Manufacturing
There's A Career for You in Textile Marketing and Merchandising
There's A Career for You in Textile Researching and Development
There's A Career for You in Textiles

American Watchmakers Institute, Inc.
P.O. Box 11011
Cincinnati, Ohio 45211

Careers in Watch Repairing
National Roster of Watchmaking Schools

American Welding Society
2501 Northwest 70th Street
Miami, Florida 33125

Opportunities in Welding

Armstrong Cork Company
Lancaster, Pennsylvania 17604

Careers At Armstrong
A Career As A Laboratory Technician
Selling As A Career
Your Opportunity As A Flooring Craftsman
Careers, Careers, Careers

Association for Systems Management
24586 Bagley Road
Cleveland, Ohio 44138

Systems Careers

Babcock & Wilcox
161 East 43nd Street
New York, New York 10017

Career Selection Guide

Bethlehem Steel Corporation
Bethlehem, Pennsylvania 18016

Bethlehem Steel's LOOP COURSE

Career Information
New York Life Insurance Company
Box 51
Madison Square Station
New York, New York 10010

Should You Be An Aeronautical Engineer?
Should You Be A Space Scientist?

College Relations
Owens-Illinois, Inc.
P.O. Box 1035
Toledo, Ohio 43666

Administration and Production for Non-Technical Graduates
Advanced Degree Business Graduates
Careers for the Black College Graduate
Careers for Women
Finance and Accounting
Sales and Marketing

College Relations Manager
DuPont Company
Wilmington, Delaware 19898

Engineers
Mechanical Engineers
Professional Opportunities at DuPont in Accounting & Finance, Data Systems, Production, Sales & Marketing
School Service Bulletin

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Air-Conditioning, Refrigeration and Heating Mechanics
Assembler
Automobile Service Work
Business Machine Servicemen
Careers in Apparel
Careers in Fabricated Plastics
Careers in Industrial Hygiene
Career Opportunities in the Knitting Industry
Engineering and Science Technicians
Furniture Making As A Career
Industrial Machinery Repairmen
Iron Worker
Linemen and Cable Splicers
Machine Tool Operator
Millwrights
Operating Engineers
Power Truck Operator
Production Painters
Sewing Machine Operator
Sheet-Metal Workers
Tool and Die Maker
The World of Work...Carbon Brush Manufacturing
The World of Work...Electrical Welding Apparatus

Consumer Electronics Group
Electronic Industries Association
2001 Eye Street, N.W.
Washington, D.C. 20006

Electronics Service Technician

Corporate Human Resources
Box 3B9
American Can Company
American Lane
Greenwich, Connecticut 06830

American Can
Information for College Students

Department of Petroleum Engineering
Louisiana Tech. University
Ruston, Louisiana 71270

Careers in Petroleum Engineering

Department of Public Relations
The Firestone Tire & Rubber Company
Akron, Ohio 44317

Join the Graduates Who Have Joined Firestone

Department of Transportation
Federal Aviation Administration
Washington, D.C. 20591

Aerospace-A Salute to Women in Aerospace
Careers in the Aerospace Industry
Project Long Look

Dominion Foundries and Steel, Limited
P.O. Box 460
Hamilton, Ontario, Canada L8N3J5

Mark Steel Fights Pollution (Commic Book)
A Visit to Dofasco

Dow Chemical U.S.A.
Bennett Building
2030 Dow Center
Midland, Michigan 48640

(E) Suggested Scope & Sequence of Economic & Consumer Topics Chart K-12

ECPD
145 East 74th Street
New York, New York 10017

Engineering-A Career Opportunity

Educational Film Library
Georgia-Pacific
900 S.W. Fifth Avenue
Portland, Oregon 97204

Georgia-Pacific Pocket Annual Report
The World of Work

Educational Services
Procter & Gamble
P.O. Box 14009
Cincinnati, Ohio 45214

(E) Materials for Educators

Electronic Industries Association
2001 Eye Street, N.W.
Washington, D.C.

Future Unlimited-The Electronics Service Technician
Planning A Career in Electronics
Your Future

Elliott, W.J.
Manager, Educational Relations
Public Affairs Division
American Cyanamid Company
Wayne, New Jersey 07470

Careers at Cyanamid
(E) Economics in the Classroom.... A Guidebook for Establishing An Economic Seminar Series for Teachers

Employment Coordinator
Professional & Technical Employment
Caterpillar Tractor Company
100 N.E. Adams Street
Peoria, Illinois 61629

Caterpillar Careers

Engineers' Council for Professional Development
345 East 47th Street
New York, New York 10017

Career in Metallurgical Engineering
The Chemical Engineer
A Creative Profession-Mechanical Engineering
Industrial Engineering-The Profession With A Future
What is Electrical Engineering?
Your Career As An Aerospace Engineer

Fibre Box Association
224 S. Michigan Avenue
Chicago, Illinois 60604

Challenge and Opportunity-The Fibre Box Industry

Ford Motor Company
Educational Affairs
The American Road
Dearborn, Michigan 48121

Auto Service Technician
Automobile Salesman

CAREERS - Your Future As An Auto Service Technician
CAREERS - Your Future As A Designer
Designer
Stenographer
Where The Action Is
Your Future As An Auto Service Technician
Your Future As An Automobile Salesman
Your Future As A Designer
Your Future As A Stenographer

Forging Industry Association
55 Public Square
Cleveland, Ohio 44111

Employment Outlook for Forge Shop Occupations

Gemological Institute of America
Box 2110
Santa Monica, California 90406

Your Future As A Gemologist

General Electric Company
Educational Relations, Dept. E-P
570 Lexington Avenue
New York, New York 10022

General Electric Corporation Career Posters Series
Quincy and His Friends, Careers in Engineering
What's It Like Booklet Series
What's It Like To Be A Technician?

General Motors Corporation
Public Relations Staff
General Motors Building
Room 1-101
Detroit, Michigan 48202

ABC's of Hand Tools
The Automobile Store - 4 Parts
Can I Get the Job?
Can I Get the Job? Drafting
How The Wheels Revolve

General Motors Institute
Admissions Office
1700 W. Third Avenue
Flint, Michigan 48502

Appointment to Opportunity

IBM
One IBM Plaza
Chicago, Illinois 60611

IBM Employment Fact Sheet
Looking Ahead.....

Information Office
Mining Enforcement and Safety Administration
4015 Wilson Boulevard
Ballston Towers #3
Room 514
Arlington, Virginia 22203

Mining Enforcement and Safety Administration

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Aerospace Engineer (Aircraft) As A Career
Business, Eng. Tech.-Careers-Utility Company
Career As A Court Reporter-Legal Reporter
Career As An Electronics Technician
Career As An Industrial Engineer
Careers in Industrial Medicine and Hygiene
Career For You As A Mechanical Engineer
Career As A Jet Engine Technician and Mechanic
Electrical-Electronics Engineering As A Career
Engineer and Technician in Telephone, Radio & TV
Industrial Designing for Industry
Jobs and Careers in the Oil/Gas Industry
Machinist and Machine Shop Operation As A Career
Mineral Preparation Engineering As A Career
Refrigerating Engineering As A Career
TV, Communications Repair and Service
Your Career in Chemical Engineering

Institute of Scrap Iron & Steel, Inc.
1729 H Street, N.W.
Washington, D.C. 20006

Career Opportunities in the Scrap Metal Industry, Phoenix Quarterly

International Association of Machinists
& Aerospace Workers
Machinists Building
1300 Connecticut Avenue
Washington, D.C. 20036

Careers in the Crafts
Employment Outlook for Machine
Occupations

International Fabricare Institute
P.O. Box 940
Joliet, Illinois 60434

Application for Professional Consumer
Membership in IFI
You Are Invited to Join The
International Fabricare Institute
Your Future and the Fabricare Industry

International Union of Operating
Engineers
1125 Seventeenth Street, N.W.
Washington, D.C.

Employment Outlook for Operating
Engineers

Joint Apprentice Committee, Chairman
Industrial Relations Building
Engineering and Research Center
Dearborn, Michigan 48121

Ford's Apprentice Training Program

Lincoln Electric Company
22801 St. Clair Avenue
Cleveland, Ohio 44117

Opportunities in the Welding Industry

Manager-College Relations
AMAX
AMAX Center
Greenwich, Connecticut 06830

The Best of Both Worlds

Manufacturing Chemists Association
1825 Connecticut Avenue, N.W.
Washington, D.C. 20009

Careers for Adventurers
Your Tomorrow
Your Tomorrow-A Guide to Careers in
The Chemical Industry

Metallurgical Society of AIME
Attention: Mr. Alexander R. Scott
345 East 47th Street
New York, New York 10017

Careers in Metallurgy, Materials
Science, and Metallurgical Engineering

Motor Vehicle Manufacturers Association
Educational Programs
320 New Center Building
Detroit, Michigan 48202

Career Opportunities--Automotive Service

Narrow Fabrics Institute, Inc.
Box 467
New Rochelle, New York 10802

Narrow Fabrics--Opportunities for a
Bright Future

NATESA
5908 South Troy Street
Chicago, Illinois 60629

So You Want To Be An Electronics Technician

National Association of Metal Finishers
22 South Park Street
Montclair, New Jersey 97942

Don't Get Left Behind the Door
Electroplating Metal Finishing
Occupational Brief-Electroplater
Training Courses in Finishing
Electroplating Courses

National Automotive Parts Association
10400 W. Higgins Road
Rosemont, Illinois 60018

Automotive Careers

National Canners Association
1133 Twentieth Street, N.W.
Washington, D.C. 20036

The Canning Industry

National Coal Association
Coal Building
Washington, D.C. 20036

Coal
Coal and the Environment
Coal and Research

Coal in Today's World
Map of Coal Areas in the U.S.

National Environmental Systems
Contractors Association
1501 Wilson Blvd., Suite 1110
Arlington, Virginia 22209

Creating Environments in Careers
Work With Your Hands and Your Head,
A Career in Air Conditioning

National Knitted Outerwear Association
51 Madison Avenue
New York, New York 10010

Career Opportunities in the
Knitting Industry

National LP-Gas Association
79 West Monroe Street
Chicago, Illinois 60603

Exciting Careers in the Energy
Industry

National Machine Tool Builders
Association
Publications Department
7901 Westpark Drive
McLean, Virginia 22101

Machine Tools--Exciting Careers
in An Electronic Age

National Plastering Industry's Joint
Apprenticeship Trust Fund
1000 Vermont Avenue, N.W.
WIRE Building
Washington, D.C. 20005

Hands, Tools, and You-Plasterers'
and Cement Masons' Jobs Corps
Training Program
National Apprenticeship and
Training Standards for Plastering

National Society of Professional
Engineers
2029 K Street, N.W.
Washington, D.C. 20006

Engineering-A Career of Dedication
and Responsibility

New Jersey Institute of Technology
823 High Street
Newark, New Jersey 07102

Engineers & Engineering
Some Definitions
Where Important Careers Begin

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Careers for a Changing World-Manufacturing

Northern Textile Association
211 Congress Street
Boston, Massachusetts 02110

There's A Career For You In Textiles
Your Career in Textiles

Office of Admissions
Michigan Technological University
Houghton, Michigan 49931

Mechanical Engineering
Mechanical Engineering, Energy and
the Environment
Mining Engineering

Office of Mineral Information, Chief
Bureau of Mines
Room 1035, Columbia Plaza
Washington, D.C. 20241

Bureau of Mines

Petroleum Marketing Education Foundation
P.O. Box 11187
Columbia, South Carolina 29211

Your Career As A Heating and Air
Conditioning Technician

Plastics Education Foundation
1913 Central Avenue
Albany, New York 12205

The Custom Molder
Job Descriptions for Plastics
Manufacturing Plants
Plastics and the Environment
Story of the Plastics Industry
Where It's At In Plastics

89

Public Affairs Office
Office of Surface Mining
Room 7356, Interior Building
Washington, D.C. 20240

Office of Surface Mining

Public Relations Department
Product Planning and Design Staff
Post Office Box 2110
Dearborn, Michigan 48123

A Career In Design

Ralston Purina Company
Checkerboard Square
St. Louis, Missouri 63188

Check Us Out At Checkerboard Square
Special Edition--Social Responsibility

Rath Packing Company Elm & Sycamore Streets
Waterloo, Iowa 50703

Career Opportunities in the Meat Industry

Recruitment & College Relations
Phillips Petroleum Company
Bartlesville, Oklahoma 74004

Career with a Future

Refrigeration Service Engineers Society
International Headquarters
2720 Des Plaines Avenue
Des Plaines, Illinois 60018

Become a Refrigeration, Heating & Air Conditioning Service Engineer

Scientific Apparatus Makers Association
Process Measurement & Control Section, Inc.
370 Lexington Avenue
New York, New York 10017

Career Opportunities for You In The Measurement and Control Industry

Shell Oil Company
One Shell Plaza
P.O. Box 2463
Houston, Texas 77001

Let's Collect Rocks & Shells
Offshore Drilling-Search In The Sea
Shell's Wonderful World of Oil
Shell's Wonderful World of Oil Offshore Drilling

Society of Manufacturing Engineers
20501 Ford Road
Dearborn, Michigan 48128

Manufacturing Engineering-A Rewarding Career

Society of Mining Engineers of AIME
540 Arapeen Drive
Research Park
P.O. Box 8800
Salt Lake City, Utah 84108

Careers for Engineers in the Mineral Industry
Penetrating New Frontiers with Mineral Engineers
Should You Be A Coal Mining Engineer?

The Society of Naval Architects and Marine Engineers
74 Trinity Place
New York, New York 10006

The Naval Architect and Marine Engineer

Society of Petroleum Engineers of AIME
6200 North Central Expressway
Dallas, Texas 75206

Careers in Petroleum Engineering

Society of Women Engineers
United Engineering Center, Room 305
345 East 47th Street
New York, New York 10017

Profile of the Woman Engineer, A Role Model
Women in Engineering

Southern Furniture Manufacturing Association
P.O. Box 951
High Point, North Carolina 27261

For a Future, Focus on Furniture

Sperry Univac
P.O. Box 500
Blue Bell, Pennsylvania 19422

Career Opportunities in The Energy Age

State of New Jersey
Department of Labor & Industry
Division of Planning & Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Air Conditioning Mechanic
Cabinetmaker
Cement Mason
Combination Welder
Engineering Technicians
Glazier
Ironworker
Instrument Maker
Machine Setup Operator
Machinist
Millwright
Oil Burner Installation and Service
Plater
Plater (Electroplating)
Sewing Machine Operator
Sheet Metal Worker
Tailor
Tool and Die Maker
Upholsterer

Textile Distributors Association, Inc.
1040 Avenue of the Americas
New York, New York 10018

Career Opportunities for You In The Fabulous World of Fabrics

U.S. Department of Labor
Manpower Administration
Washington, D.C. 20213

National Apprenticeship and Training Standards for Automobile Mechanic, Body Repairer and Painter

U.S. Department of Transportation
Federal Aviation Administration
Aviation Education Programs Division
AGA-300, 800 Independence Avenue, S.W.
Washington, D.C. 20591

Aircraft Manufacturing Occupations
Airline Careers
Aviation Maintenance
Career Pilots and Flight Engineers
Directory of Aviation Majors and Curricula Offered by Colleges and Universities

Underwriters Laboratories, Inc.
207 East Ohio Street
Chicago, Illinois 60611

For the Professional Engineer
The Story Behind

Western Interstate Commission for Higher Education
P.O. Drawer "P"
Boulder, Colorado 80302

Mineral Engineering Program

WWWW/Information Service, Inc.
Box 3660
Rochester, New York 14609

Newsletter, Volume VI-No. 7

Youth & Educational Activities, Director
Standard Oil Company
200 East Randolph Drive
Chicago, Illinois 60601

Addressograph Multigraph
Field Operation Division
1834 Walden Office Square
Schaumering, Illinois 60172

Graphic Communications
The Graphics Learning Network

Alpha Kappa Psi
3706 Washington Boulevard
Indianapolis, Indiana 46204

Careers in Business

American Advertising Federation
1225 Connecticut Avenue, N.W.
Washington, D.C. 20036

The Commercial Artist

American Alliance for Health,
Physical Education & Recreation
1201 16th Street, N.W.
Washington, D.C. 20036

Careers in Physical Education
and Sports
Dance--A Career For You
Recreation and Leisure Time Careers

American Association of Advertising
Agencies
200 Park Avenue
New York, New York 10017

Dear Richard
The Significance of Advertising

American Association of Elementary-
Kindergarten-Nursery Educators
1201 16th Street, N.W.
Washington, D.C. 20036

Guidance in the Elementary School

American Board of Funeral Service
Education
201 Columbia Street
P.O. Box 2098
Fairmont, West Virginia 26554

Funeral Service State Examining Boards
State Board Rosters, Licensing
Rules and Regulations, Accredited
Mortuary Schools
National Scholarship for Funeral Service

American Cemetery Association
250 East Broad Street
Columbus, Ohio 43215

Why Spend Your Life In a Cemetery?

American Congress On Surveying and
Mapping
210 Little Falls Street
Falls Church, Virginia 22046

Careers in Cartography, Deodesy and
Surveying

American Corrective Therapy Association
Inc.
Public Relations, ACTA
Evangelo M. Gerontinos
1781 Begen Avenue
Mountain View, California 94040

American Federation of Television and
Radio Artists
1350 Sixth Avenue
New York, New York 10019

Occupational Brief--Announcer
(Radio and TV)

American Foundation for the Blind
15 West 16th Street
New York, New York 10011

Seven Careers

American Industrial Arts Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

A Career In Teaching Industrial Arts

American Institute of Plant Engineers
1021 Delta Avenue
Cincinnati, Ohio 45208

What Is A Plant Engineer

American Music Conference
332 South Michigan Avenue
Chicago, Illinois 60604

Career Opportunities in Music

American National Red Cross
Eastern Area
Alexandria, Virginia 22314

A Career That Counts

American Newspaper Guild
(AFL-CIO, CLC)
Philip Murray Building
1126 16th Street, N.W.
Washington, D.C. 20036

American Personnel and Guidance Association
1605 New Hampshire Avenue, N.W.
Washington, D.C. 20009

American Rehabilitation Counseling Association
1607 New Hampshire Avenue
Washington, D.C. 20009

American Symphony Orchestra League
P.O. Box 66
Vienna, Virginia 22180

A Career in Music
Careers in Music
Career Opportunities in Music
Career and Opportunities in Music

Association of School Business Officials
2424 W. Lawrence Avenue
Chicago, Illinois 60625

The School Business Administrator: Qualifications and Responsibilities

The Auctioneer
135 Lakewood Drive
Lincoln, Nebraska 68510

The Auctioneer

Biological Photographic Association, Inc.
P.O. Box 1057
Rochester, Minnesota 55901

Biological Photography-A Challenging Profession

Bureau of Vocational Rehabilitation
Labor & Industry Building
Harrisburg, Pennsylvania 17120

Challenge to the Handicapped
Opportunities for the Handicapped

California Employment & Development Department
800 Capital Mall
Sacramento, California 95814

Employment Interviewer
Job Analyst
Personnel Manager
Rehabilitation Counselor

Canadian Parks/Recreation Association
333 River Road, Vanier City
Ottawa, Ontario, Canada KIL 8B9

Recreation Calling

Catalyst
6 East 82nd Street
New York, New York 10028

Club Managers Association of America
5530 Wisconsin Avenue
Washington, D.C. 20015

Club Management-A Path To A Rewarding Future

Club Managers Association of America
7615 Winterberry Place
P.O. Box 34482
Washington, D.C. 20034

A Path To A Rewarding Future

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Clerk Typist
Stenographer & Secretary
Waiters and Waitresses

The College Placement Council, Inc.
P.O. Box 2263
Bethlehem, Pennsylvania 18001

College Career Planning and Placement Counselors

Council of Communication Societies
Box 1074
Silver Spring, Maryland 20910

Communication Career Sources
Communication Data Sources

Council on Social Work Education
345 East 46th Street
New York, New York 10017

Department of State, U.S.A.
Washington, D.C. 20520

Assignment: Worldwide Foreign Service Secretaries
Career Fields in the Foreign Service of the United States
Communications and Records Assistants and Communications Technicians-Assignment: Worldwide
The Foreign Service Officer Corps As A Career for Women-Commonly Asked Questions
General Information Regarding Appointments as Foreign Service Officers

Division of Homeland Ministries
Christian Church
222 S. Downey Avenue
P.O. Box 1986
Indianapolis, Indiana 46206

Church Careers for Women
A Listing of Church Occupations

Eastman Kodak Company
Rochester, New York 14650

Careers in Motion Picture Production
Photography is.....
Photography in Your Future
A Survey of Motion Picture, Still Photography & Graphic Arts Instruction
What Industry Looks for In A High School Graduate
WORLDS Within

Education Council of the Graphic Arts Industry, Inc.
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Answers to Some Questions about Careers in Graphic Communications
Careers in Graphic Communications
Is Graphic Arts the Career for You?
Technical Schools, Colleges & Universities Offering Courses in Graphic Communications

Electrical Apparatus Service Association, Inc.
1331 Baur Boulevard
St. Louis, Missouri 63132

Read This As If Your Life Depended On It

Electronic Industries Association
Consumer Electronics Group
2001 Eye Street, N.W.
Washington, D.C. 20006

Electronics Service Technician--Future Unlimited

Engineering Publications
112 Engineering Hall
Debant, Illinois 61803

Black Men and Women on the MOve
Bioengineering
Engineering: A Challenge
Engineering Ad Lib-Women In Engineering
Power Systems Engineering-Its Challenges and Opportunities
The Road to Graduate School In Engineering

Ford Motor Company
Design Center
P.O. Box 2110
Dearborn, Michigan 48123

Careers-Your Future As A Designer

Ford Motor Company
The American Road
Dearborn, Michigan 48121

Your Future As A Stenographer

Foreign Policy Association
345 East 46th Street
New York, New York 10017

Catalogue of Foreign Policy Association Publications

General Electric Company
Department E-P
570 Lexington Avenue
New York, New York 10022

Quincy Looks Into His Future-Careers in Engineering
What's It Like to Be An Engineer

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Answers to Some Questions About Careers in Graphic Communications
Careers in Graphic Communications
Is Graphic Arts the Career For You?
National Scholarship Program of the Printing, Publishing & Packaging Industry
Technical Schools, Colleges and Universities Offering Courses in Graphic Communications

Gravure Technical Association, Inc.
60 E. 42nd Street
New York, New York 10017
Answers to Some Questions About Careers in Graphic Communications
Graphic Communications
National Scholarship Program

Institute of Industrial Launderers
1730 M Street, N.W.
Suite 613
Washington, D.C. 20036
Career Opportunities in the Textile Rental Industry

Institute of International Education
809 United Nations Plaza
New York, New York 10017
Vocational Opportunities for Linguists

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605
Acting Careers-Movies, TV
Art As A Career
The Automotive Engineer-Technological Career
Beauty Shop-Cosmetologist-Owner
Bookkeeper and Bookkeeping-Machine Operator Career
Business Administration As A Career
Career As A Commercial Artist
Careers in Diesel Engineering and Diesel Technician
Careers in the Field of Modern Foreign Languages
Career As a Legal Secretary
Career in Men's Clothing Stores
Career Opportunity As A Nuclear Engineer
Careers As Television and Radio Performers
Career As A Popular Singer and Entertainer in Show Business
Career As a Private Secretary
Career As A Professional Writer
Careers in the Securities Business

Careers in the Theatre
Careers in the U.S. Foreign Service
Careers for Women in Advertising Art
Careers for Women in Office Work
Cartooning As A Career
Employment-Personnel Management, Business Industry Government
Funeral Service and Mortuary Science
Interior Decorator-Designer As A Career
International-World Trade-Commerce
Jobs and Careers in Advertising
Jobs with Magazines-Journalism Career
Magazine Advertising As A Career
Modeling-Fashions, Adv. Photo, TV
Motion Picture Theatre and Drive In As A Career
News Reporter-Newspapers, Magazines, Radio, TV
Photography-Commercial, Advertising, Portrait
Photojournalism-News Photography
Popular Music As A Career
Professional Baseball Player Career
Professional Basketball Player
Professional Cook and Executive Chef Careers
Professional Football Player
Professional Golfer Career
Professional Music As A Career
Professional and Teaching Careers in The Dramatic Art
Psychiatric Social Work As A Career
Recreation Leadership Opportunities Nationwide
Rehabilitation Jobs-Physically, Mentally Handicapped
School Music Teacher-Educator Career
Sports Writer-Reporter-Journalist
Vocational and Educational Counseling As A Career
Writing for Television and Radio As A Career
Your Personnel Employment Agency

International Food Service Executives Association
508 IBM Building
Fort Wayne, Indiana 46815

Careers in Food Service

International Musician
220 Mt. Pleasant Avenue
Newark, New Jersey 22090

International Typographical Union
P.O. Box 156
Colorado Springs, Colorado 80901

What is A Union?

Lutheran Church of America
2900 Queen Lane
Philadelphia, Pennsylvania 19129

Beconess, N.L. A Woman Who Is....
The Christian Ministry--A Challenge
Expectations of the Lutheran Church In America of Its Candidates for Ordination
Got a Year to Give?
If Anyone Would Be First.....
Resources on Vocation and Church Occupations
What In Heaven's Name are Deacons?
Where Do You Fit In?

Merit Shop Foundation
444 North Capitol Street, N.W.
Suite 409
Washington, D.C. 20001

Cartoons--Find A Job
Jobtoons--Vocational Training

National Art Education Association
1916 Association Drive
Reston, Virginia 22091

Careers in Art

National Association of Art Schools
11250 Roger Bacon Drive, No. 5
Heston, Virginia 22090

Careers in Art and A Guide to Art Studies

National Association of Barber Schools
338 Washington Avenue
Huntington, West Virginia 25701

Find the Good Life As A Men's Hairstylist

National Association of Broadcasters
Station Services Department
1771 N Street, N.W.
Washington, D.C. 20036

Careers in Radio
Careers in Television

National Association of Legal Secretaries
3005 East Skelly Drive
Tulsa, Oklahoma 74105

So You Want to Be A Legal Secretary?

National Association for Music Therapy
P.O. Box 610
Lawrence, Kansas

A Career in Music Therapy
What You As A Career Counselor Need To Know About Music Therapy

National Association of Printing Ink Manufacturers, Inc.
550 Mamaroneck Avenue
Harrison, New York 10528

Career in the Printing Ink Industry

National Association for Retarded Children
2709 Avenue E East
P.O. Box 6109
Arlington, Texas 76011

Found Your Spot in Life

National Association of Schools of Music
11250 Roger Bacon Drive, no. 5
Easton, Virginia 22090

Careers in Music

National Career Center
3839 White Plains Road
Bronx, New York 10467

An Exciting Business Career Awaits You
Hairdressing and Cosmetology

Picture Yourself As A Professional Hairstylist and Beautician
A Profitable Career in Barbering and Men's Hairstyling Awaits You
Profitable Professional Career Awaits You In Barber-Styling
Your Next Step, Hairstyling and Barbering

National Easter Seal Society for Crippled Children and Adults
2023 West Ogden Avenue
Chicago, Illinois 60612

An Introduction to the Professional Career Opportunities in Rehabilitation
Want to Make the World Better?

National Employment Association
2000 K Street, N.W.
Washington, D.C. 20006

The Professional Contributions of Private Employment Agencies
Tips for the Job Seeker
Who Does What in Personnel?

National Executive Housekeepers Association
Business & Professional Building
Room 202
414 Second Avenue
Gallipolis, Ohio 45631

Futures in Executive Housekeeping
Future's Unlimited in Executive Housekeeping

National Foundation of Funeral Service
Central Street at Ashland Avenue
Evanston, Illinois 60201

Facts About Funeral Service Every Family Should Know
Mortuary Operation As A Career

National Funeral Directors Association
135 West Wells Street
Milwaukee, Wisconsin 53203

Answers to Questions About Funeral Costs
Code of Professional Practices for Funeral Directors

The Funeral: Facing Death As An Experience of Life
Funeral Service Meeting Needs... Serving People
The Place of the Funeral: The Role of the Funeral Director in Contemporary America
Questions and Answers on Anatomical Gifts
This Will Be The Death of Us All
Too Personal to Be Private
When Death Occurs

National Hairdressers and Cosmetologists Association, Inc.
3510 Olive Street
St. Louis, Missouri 63110

Cosmetology As A Career

National Institute for the Food Service Industry
120 South Riverside Plaza, Suite 856
Chicago, Illinois 60606

Career Profile--Chefs & Cooks
Career Profile--Restaurant Manager
Career Profile--Waiter/Waitress
Careers in Food Service--Counselor's Manual
Careers in Food Service--Guide for Students

National Jewish Welfare Board
15 E. 26th Street
New York, New York 10010

Profession with A Purpose
Your Career Opportunity As A Professional Worker in the Jewish Community Center

National Joint Painting, Decorating, and Drywall
Apprenticeship and Training Committee
1709 New York Avenue, N.W.
Suite 110
Washington, D.C. 20006

Opportunity in the Painting, Decorating, and Coating Trade
Reach Out For Tomorrow

The National Secretaries Association
2440 Pershing Road
Suite 610, Crown Center
Kansas City, Missouri 64108

Examination
Guidelines for Certified Professional Secretary
Secretarial Career-20 Questions and Answers

National Selected Morticians
1616 Central Avenue
Evanston, Illinois 60291

Vocation of Funeral Service, The

National Society of Professional Engineers
2029 K Street, N.W.
Washington, D.C. 20006

Accredited Engineering Curricula
Engineering-A Career of Dedication and Responsibility

National Training Center
1901 N. Moore Street
Arlington, Virginia 22209

New Castle Business College
316 Rhodes Place
New Castle, Pennsylvania 16101

Careers in Business
Can I Learn This Lesson In Just Fifteen Minutes?
What About A Secretarial Career?
Which Business Career For You?

New Jersey Institute of Technology
323 High Street
Newark, New Jersey 07102

Engineers & Engineering-Some Definitions
Where Important Careers Begin

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Careers for a Changing World
Hospitality and Recreation Arts
Center Communications & Media

The Newspaper Fund
Box 300
Princeton, New Jersey 08540

Journalism Scholarship Guide

Office of Admissions
Michigan Technological University
Houghton, Michigan 49331

Engineering

Park Publishing House
516 Viewridge Drive
Angquin, California 94508

Waiter-Waitress

Pittsburgh Barber School, Inc.
421 E. Ohio Street
Pittsburgh, Pennsylvania 15212

A Career in the Barbering Profession

Professional Golfer's Association of America
Box 12458
804 Federal Highway
Lake Park, Florida 33403

Golf and the PGA Professional
Membership in the PGA of America
The PGA Apprentice Program

Professional Photographers of America, Inc.
1090 Executive Way
Oak Leaf Commons
Des Plaines, Illinois 60018

Directory of Colleges and Universities Offering Photography Instruction
Focus on Your Future

School of Visual Arts
209 E. 23rd Street
New York, New York 10010

Careers in the Visual Arts

Serra International
22 W. Monroe Street, 16th Floor
Chicago, Illinois 60603

Brotherhood, Sisterhood, Priesthood
Brothers
Brothers in the Church
Catholic Church-Related Careers
Hey, Man
Priest and Layman Working As A Team
Searching
Sister
What Is A Priest?
Your Son May Want To Be A Priest

Shoe Service Institute of America
222 West Adams Street
Chicago, Illinois 60606

How Your Gifted Hands Can Put You On Your Own Two Feet--Fast

Social Work Careers Information Service
National Association of Social Workers
1425 H Street, N.W.
Washington, D.C. 20005

Society of Mining Engineers of AIME
540 Arapeen Drive
Research Park
P.O. 880
Salt Lake City, Utah 84108

Careers for Engineers in the Mineral Industry
Penetrating New Frontiers with Minerals Engineers

Society of Photographic Instrumentation Engineers
206 Avenue I
Redondo Beach, California 90277

Society of Photographic Scientists & Engineers
1330 Massachusetts Avenue, N.W.
Washington, D.C. 20005

Society for Technical Communication
1010 Vermont Avenue, N.W.
Washington, D.C. 20005

Education for Technical Writers
Is Technical Writing Your Career?
Technical Illustrating As A Career

Society of Women Engineers
345 East 47th (Room 305)
New York, New York 10017

Career Guidance for Women Entering Engineering
Have You Considered the Possibility of Becoming An Engineer?
Qualities of An Engineer
Women in Engineering

Specialty Advertising-Information Bureau
740 N. Rush Street
Chicago, Illinois 60611

Specialty Advertising Association International
One Crossroads of Commerce
Rolling Meadows, Illinois 60008

Specialty Advertising
Specialty Advertising Superstars
What Specialty Advertising is All About

Sperry UNIVAC
P.O. Box 500
Blue Bell, Pennsylvania 19422

How To Be A Super-Secretary

State of New Jersey
Department of Labor & Industry
Division of Planning & Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Beautician
Graphic Arts Craft
Secretary
Stationary Engineer

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20212

English and Your Career
Foreign Languages and Your Career

The United States Information Agency (USIA)
Washington, D.C. 20547

Careers
The Global Communications Revolution

The University of Chicago
Graduate School of Business
Chicago, Illinois 60637

The Intellectual and The Market Place

Wisconsin Art Therapy Association
Box 7264
Milwaukee, Wisconsin 53213

Art Therapist

Women's Bureau
Employment Standards Administration
U.S. Department of Labor
Washington, D.C. 20210

Counseling Women for Careers in Business
Why Not Be An Apprentice

WWWW/Information Services, Inc.
Box 3660
Rochester, New York 14609

Newsletter-Vol. VI, No. 4

Academy of Advanced Traffic
1 World Trade Center
New York, New York 10048

Transportation and Traffic Management

Air Line Pilots Association
1625 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Air Line Pilot--Information
Occupational Guide
Where to Train

Air Transport Association
1000 Connecticut Avenue, N.W.
Washington, D.C. 20036

Air Transport Association
Airlines & The Environment
The People of the Airlines
Your Career with the Airlines

Amalgamated Transit Union
5025 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Driving Occupations

American Association of Airport Executives
2029 K Street, N.W.
Washington, D.C. 20006

American Bus Association
1025 Connecticut Avenue, N.W.
Washington, D.C. 20036

Americas No. 1 Passenger Transportation Service

American Society of Travel Agents, Inc.
711 Fifth Avenue
New York, New York 10022

Occupational Brief #206-Travel Agent
Welcome Aboard the World of Travel

Association of American Railroad
American Railroads Building
Washington, D.C. 20036

The Human Side

Aviation Education
Department of Transportation
Federal Aviation Administration
Office of General Aviation
Washington, D.C. 20591

Aviation Career Series:
- Agricultural Aviation
- Aircraft Manufacturing Occupations
- Airline Careers
- Airport Careers
- Aviation Maintenance
- Flight Attendants
- Government
- Pilots and Flight Engineers

BELL Helicopter
P.O. Box 482
Fort Worth, Texas 76101

Rotorways

Clark Equipment Company
Trailer Division
Michigan City, Indiana

Travel Fun With Trucks

College of Advanced Traffic
22 West Madison Street
Chicago, Illinois 60602

Career Opportunities in Transportation and Traffic Management
The Industrial Traffic Manager: Who He Is and What He Does
Transportation and Traffic Management

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Automobile Body Repairman
Automobile Mechanic
Automobile Service Worker
Careers on Motor Transport
Local Truck Drivers
National Apprenticeship and Training Standards for Automobile Mechanic, Body Repairer & Painter

Department of Transportation
Federal Aviation Administration
Washington, D.C. 20591

Air Traffic Control
#418-Air Traffic Controllers: A Special Breed
Aviation, Where Career Opportunities Are Bright
Federal Aviation Administration
1978 Driver License Administration Requirements and Fees
Professional Education and the Airport Manager

Federal Aviation Administration
AHQ 406
Washington, D.C. 20591

Transportation Technology: The Decade Ahead

Flight Engineers' International Association
905 16th Street, N.W.
Washington, D.C. 20006

Flight Engineer

Ford Motor Company
The American Road
Dearborn, Michigan 48121

Your Future As An Auto Service Technician

General Aviation Manufacturers Association
1025 Connecticut Avenue, N.W.
Suite 1215
Washington, D.C. 20036

Airworthy
Going Up
Help-Mate
Mr. Aviation
Sky School

The Greyhound Corporation
Greyhound Tower
Phoenix, Arizona 85077

The Job of a Greyhound Driver

Flight Engineers' International Association
905 Sixteenth Street, N.W.
Washington, D.C. 20006

Air Safety Through Engineered Flight

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Automobile Mechanic and Repair Shop Owner
Aviation Careers with Airlines and Business
Career As An Aviation Mechanic
Career Opportunity As A Highway Engineer
Careers in Air Freight and Express Transportation
Careers as Engineers, Conductors and Trainmen
Careers in Railroading
Careers in Tourist and Travel Agencies
Careers in Traffic Engineering
Careers in Truck Transportation
Careers for Women with the Air Lines
Freight Traffic Management in Industry
Ground Careers in Aviation--with Airlines and at Airports

International Air Line Employees Association
Director, Public Relations
5600 South Central Avenue
Chicago, Illinois 60638

Your Air Line Career

Motor Vehicle Manufacturers Association of the United States, Inc.
370 New Center Building
Detroit, Michigan 48202

Career Opportunities in Automotive Service

National Committee on Employment of Youth
145 East 32nd Street
New York, New York 10016

The Recruitment and Training Of Automobile Mechanics

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Careers for A Changing World-Transportation

Piper
James C. Shantz
Lock Haven, Pennsylvania 16645

Public Relations Department
American Trucking Associations, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

American Trucking Trends
Brief Facts About the Trucking Industry
Careers in the Trucking Industry
Directory of Transportation Education
Economics Unit Outline
Employment Outlook in Driving Occupations
How Trucks Serve You
Join the Proud Crowd
MILK From the Cow by Truck to You
National Trucking Industry Apprenticeship
Occupational Outlook for Truck and Bus Mechanics
On The Road
Practical Driving Tips
Serving the Community
Scholarship Programs
Sharing the Road
Standards for Truck Mechanics
Truck Driver Poster
Truck Drivers' Dictionary
Truckers Roll
Trucking Kit
Trucks and Things
What to Look For

Pullman Incorporated
200 South Michigan Avenue
Chicago, Illinois 60604

Meeting World Needs. We Make it our Business
Pullman's New World

State of New Jersey
Department of Labor & Industry
Division of Planning & Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Auto Body Repairman
Auto Mechanic
Bus Drivers
Flight Attendent
Truck Driver

United Air Lines
Employment Office, U.A.L.
O'Hare Field Station
P.O. Box 66140
Chicago, Illinois 60666

You and United

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20402

Boat-Motor Mechanics Keep The Pleasure Fleet Afloat
Driving Occupations
Occupational Outlook Brief-Mechanics & Repairmen-Free
The Trucking Industry-Highway to a Career
Your Job as A Repairman or Mechanic

U.S. Department of Transportation
Federal Aviation Administration
Washington, D.C.

Careers in the Aerospace Industry

U.S. Department of Transportation
Federal Highway Administration
Washington, D.C. 20590

A Career with FHWA
Highway Engineer Training Program
The Road to Your Success

United States Office of Education
Division of Vocational/Technical Education
Washington, D.C. 20202

Aviation: Where Career Opportunities Are Bright-A Student Handbook

Air Conditioning & Refrigeration Institute
Manpower Development Department
1815 North Fort Myer Drive
Arlington, Virginia 22209

Your Future in the Air Conditioning, Heating, and Refrigeration Industry

Amalgamated Meat Cutters & Butcher Workmen of North America
Education Department
2800 North Sheridan Road
Chicago, Illinois 60657

Meat Industry Occupational Briefs
Retail Meat Cutter

American Advertising Federation
1225 Connecticut Avenue, N.W.
Suite 401
Washington, D.C. 20036

Advertising Code of American Business
Commercial Artist
Copywriter
Job-Getting Procedure
Jobs in Advertising
Questions and Answers about Advertising

American Bakers Association
1700 Pennsylvania Avenue, N.W.
Washington, D.C. 20006

Careers Unlimited in the Modern Baking Industry

American Society of Appraisers
International Headquarters
Dulles International Airport
P.O. Box 17265
Washington, D.C. 20041

Educational and Career Opportunities in Appraising

American Society of Heating, Refrigeration, and Air-Conditioning Engineers
United Engineering Center
345 East 47th Street
New York, New York 10017

Careers Unlimited in Air-Conditioning & Refrigeration

ARCO Publishing Company, Inc.
219 Park Avenue, South
New York, New York 10003

Your Future in the Bakery Industry

Association of Home Appliance Manufacturers
20 North Wacker Drive
Chicago, Illinois 60606

Your Career as an Appliance Service Technician

Career Information Service
New York Life Insurance Company
51 Madison Avenue
New York, New York 10038

Career Opportunities

The Coca-Cola Bottling Company, U.S.A.
P.O. Drawer 1734
Atlanta, Georgia 30301

The ABC's of Distribution in the '70s
A New Look For Coca-Cola
A Synopsis of the '70s
A Successful Formula for Company Growth
Trademark: A Priceless Asset
At Work, At Home, At Play.....
We All Sell Coca-Cola

Committee on Careers in Retail Merchants Association
100 W. 31st Street
New York, New York 10018

Careers in Retailing (Fact Sheet)

Commonwealth of Pennsylvania
Department of Labor & Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Food Service Occupations
Meat Cutters
Real Estate Salesmen
Retail Trade Salesworkers
Sales Work

Direct Selling Association
1730 M Street, N.W.
Washington, D.C. 20036

The Direct Selling Association, A Brief Look

The Direct Selling Association Opens The Door to Consumer Protection
The Royal Way
Who's Who in Direct Selling

Ford Educational Affairs Department
The American Road
Dearborn, Michigan 48121

CAREERS - Your Future As An Automobile Salesman

General Motors
Detroit, Michigan 48202

The Retail Automobile Business

General Motors Institute
Admissions Office
1700 W. Third Avenue
Flint, Michigan 48502

In Planning Your Future, Look First At The Retail Automobile Business Service/Sales/Parts/Office/ Management

IBM
One IBM Plaza
Chicago, Illinois 60611

IBM Fact Sheet
Looking Ahead.....

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Antique Shop Operating As A Career
Art Gallery Operation-Art Retailing Career
Auto Accessories & Parts Retailing As A Career
Bakery Shop Operation As A Career
Boats-Sales and Service Business
Book-Store Owner-Manager As A Career
Business Administration As A Career
Business Machines Sales And Service As A Career
Camera And Photo Supply Store Manager
Candy Store Owner, Manager, Franchise
Careers in Athletic and Sporting Goods Shop
Careers in Automobile Dealership
Career as a Fashion Designer
Career in Food Products Distribution
Careers in Hardware Retailing
Career As An Importer
Career As A Jeweler & Jewelry Store Management
Careers as A Lumber & Building Materials Dealer
Careers in Men's Clothing Stores
Careers in Purchasing-Industry, Commerce, Government
Career As A Retail Merchandise Buyer
Careers in Retail Selling
Career in Route and Territorial Sales Work
Careers in TV, Radio, Records, and HiFi Retailing
Career As A Wholesale Gasoline and Oil Distributor
Careers in Wholesale Merchandising and Distribution
Careers for Women-Management Retailing
Children's Clothing Shop-Retailing
Drugstore Operation and Jobs
Dry Cleaning and Laundry Management Careers
Executive Manager in Business and Industry
Farm Equipment Dealership Sales and Service Careers
Florist Shop Management As A Career
Furniture Stores & Furniture Store Management
Gift and Art Shop Operation As A Career
Grocery Store & Supermarket Manager
Home Appliance-Equipment Retailing Career
Management Positions for Women in Manufacturing
Merchandising As A Career
Musical Instrument Retailing As A Career
Office Management Careers
Office Management Jobs Nationwide
Office Supply Store Retailer
Paintstore Operations-Retailing Opportunity
Pet Shop - Store Management
Real Estate Building Property Management Careers
Salesmanship As A Career
Service Station Operation As A Career
The Used Car Business As A Career
Vehicle Sports Center-Business, Service
Women's Clothing Shop Operation As A Career
Women's Clothing Shop Operation As A Concept
Your Hobby, Toy, and Craft Store
Your Own Tourist Attraction-Opportunity
Your Own Manufacturing Business

International Fabricare Institute
P.O. Box 940
Joliet, Illinois 60434

Your Future and the Fabric Care Industry

NCR Corporation
Dayton, Ohio 45479

Have You Been Sold a Bill of Goods.... About Selling
What Backs Up a Salesman

Food Marketing
1750 K Street, N.W., Suite 700
Washington, D.C. 20006

Looking for A Career in Retailing

National Association of Purchasing Management, Inc.
11 Park Place
New York, New York 10007

Purchasing As A Career

National Association of Realtors
155 East Superior Street
Chicago, Illinois 60611

Careers in Real Estate

National Association of Retail Grocers
2000 Spring Road
Oak Brook, Illinois 60521

Would You Like to Own Your Own Supermarket Some Day?

National Association of Wholesalers-Distributors
1725 K Street, N.W.
Washington, D.C. 20006

Preparing Now...to Serve 250,000,000 Americans in 1980

National Automobile Dealers Association
Career Booklet
8400 Westpark Drive
McLean, Virginia 22101

Your Career In The Retail Car and Truck Business

National Business Education Association
1906 Association Drive
Reston, Virginia 22091

Careers in Business

National Cash Register Company
Dayton, Ohio 45479

How Education Can Help You In a Marketing Career
How to Get A Job in Marketing
What's Your Question About Marketing?

National Food Brokers' Association
1916 M Street, N.W.
Washington, D.C. 20006

Everything We Always Wanted You to Know About Food Brokers
How Does the Food Broker Serve You?
Job Preview-Food Broker

National Institute for Food Service Industry
120 South Riverside Plaza
Chicago, Illinois 60601

(E) Careers for Youth in the Food Service Industry (Counselor Kit)

National School of Meat Cutting, Inc.
33-37 North Superior Street
Toledo, Ohio 43604

Meatcutting

National Tire Dealers and Retreaders Association
1343 L Street, N.W.
Washington, D.C. 20005

Starting and Managing a Small Tire Store & Retreading Business

Quaker Oats Company
Merchandise Mart
Chicago, Illinois 60654

Pennsylvania Retailers' Association
234 State Street
Harrisburg, Pennsylvania 17101

Opportunity in Retailing

Personnel Department
Osco Drug, Inc.
1818 Swift Drive
Oak Brook, Illinois 60521

Careers in Retail Management with Osco Drug, Inc.

Personnel Department
Procter & Gamble
P.O. Box 599
Cincinnati, Ohio 45201

Careers in Business Management

R. J. Reynolds Tobacco Company
Winston-Salem, North Carolina 27102

Selling As A Career

Rochester Institute of Technology
64 Plymouth Avenue, South
Rochester, New York 14508

Careers in Retailing

Sales and Marketing Executive International
Career Education Division
380 Lexington Avenue
New York, New York 10017

Opportunities in Selling
Salesman--Ambassador of Progress
Your Farm Background and Agribusiness Selling

Society of American Florists
901 North Washington Street
Alexandria, Virginia 22314

Careers in the Floral Industry

State of New Jersey
Department of Labor and Industry
Division of Planning And Research
P.O. Box 2765
Office of Publications, Room #1010
Trenton, New Jersey 08625

Auto Parts Salesperson
Baker
Electrical Appliance Serviceman
Meat Cutter
Office Machine Servicemen
Purchasing Agent
Real Estate Salesmen
Salesman-driver

U.S. Department of Labor
Bureau of Labor Statistics
Washington, D.C. 20202

Occupational Outlook Brief- Sales Occupations

U.S. Department of Transportation
Federal Highway Administration
Washington, D.C. 20590

Administrative Manager Training Program

Union Central Life Insurance Company
Cincinnati, Ohio 45201

How to Select a Sales Career

Wholesale Florists and Florists Suppliers of America
Box 7308
Arlington, Virginia 22207

Interested in A Career With a Future? --Floral Wholesaling

The Wholesaler
110 North York Road
Elmhurst, Illinois 60126

Let Me Tell You About Your Opportunities in the Plumbing-Heating-Cooling-Piping Wholesale Business

Alumnae Advisory Center, Inc.
541 Madison Avenue
New York, New York 10022

American Association for State and Local History
1400 8th Avenue, South
Nashville, Tennessee 37203

Careers in History and Historical Organizations

American Business Press
205 East 42nd Street
New York, New York 10017

Careers in the Business Press

The American Legion National Headquarters
P.O. Box 1055
Indianapolis, Indiana 46206

Need A Lift?

American Watchmakers Institute, Inc.
P.O. Box 1101
Cincinnati, Ohio 45211

Careers in Watch Repairing
National Roster of Watchmaking Schools

ARCO Publishing Company, Inc.
219 Park Avenue South
New York, New York 10003

California State Department of Education
Sacramento, California

(E) Implementing Career Education: Community Involvement

Commonwealth of Pennsylvania
Department of Labor and Industry
Bureau of Employment Security
Harrisburg, Pennsylvania 17121

Cashier
Clerk Typist
Office Machines Careers
Stenographer and Secretary
Telephone Operator

Council of Chief State School Officers
1201 16th Street, N.W.
Washington, D.C. 20036

(E) A Position Statement of the Council of Chief State School Officers

Department of Agriculture
Rural Electrification Administration
Washington, D.C. 20250

Careers: Electric/Telephone Engineering

Department of Housing & Urban Development
Washington, D.C. 20410

Careers with HUD
Urban Intern

Eastman Kodak Company
Consumer Markets Division
Rochester, New York 14650

Catalog of KODAK Educational Materials
Photography In Your Future
What Industry Looks for In The High School Graduate

Education Commission of the States
Denver, Colorado

Synthesizing Work and Schooling: The Roles of Community and Society

Educational Affairs Department
Ford Motor Company
The American Road
Dearborn, Michigan 48121

General Career Information

Ford Educational Affairs Department
Dearborn, Michigan

CAREERS - Your Future As A Stenographer

General Motors
Detroit, Michigan 48202

Precision - A Measure of Progress.....

Graphic Arts Technical Foundation
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Answers to Some Questions About Careers in Graphic Communications
Careers in Graphic Communication
Is Graphic Arts the Career for You?
National Scholarship Program of the Printing, Publishing and Packaging Industry
Technical Schools, Colleges and Universities Offering Courses In Graphic Communications

Industrial Relations Manager
Marketing Services
Ford Motor Company
The American Road
Dearborn, Michigan 48121

Auto Mechanic Training

The Institute for Research
610 S. Federal Street, 7th Floor
Chicago, Illinois 60605

Careers in the Publishing Field
Careers in Telephone Work
Careers in Television
Jobs and Careers in Radio Broadcasting Stations
Owner-Craft Printer
The Printing Business-Printer
Television and Radio Announcer-Interviewer
Writing for Television and Radio as a Career

International Typographical Union
P.O. Box 157
Colorado Springs, Colorado 80901

New Age of Printing

Junior Achievement, Inc.
550 Summer Street
Stamford, Connecticut 06901

What's It All About?

Manhattan School of Printing, Inc.
88 West Broadway
New York, New York 10007

Printing, A Future Unlimited
Your Career in Printing-Lithography

National Association for Industry-Education Cooperation
235 Hendricks Boulevard
Buffalo, New York 14226

(E) Community Based Career Education Advisory Councils.....A Mechanism for Local Collaborative Efforts (film)

National Career Center
2829 White Plains Road
Bronx, New York 19467

An Exciting Business Career Awaits You

National School Boards Association
c/o Stephen Kreimer
1055 Thomas Jefferson Street, N.W.
Washington, D.C. 20007

(E) Research Report
A School Board Debate: Career Education (film)

The National Urban Coalition
1201 Connecticut Avenue, N.W.
Washington, D.C. 20036

(E) Wingspread Report--Career Education

New York Life Insurance Company
51 Madison Avenue
New York, New York 10010

Making the Most of Your Job Interview

Office of Career Education
U.S. Office of Education
Washington, D.C. 20202

(E) Federal Agencies for Career Education Services
(E) The Original American Early Morning Primer: A How-To-Do-It Guide for Implementing Career Education in Rural Schools
(E) Profiles of Career Education Projects, First Year's Program, Fiscal Year 1975

Office of Personnel
Central Intelligence Agency
Washington, D.C. 20505

Clerical Careers in the CIA

Process Measurement & Control Section, Inc., SAMA
370 Lexington Avenue
New York, New York 10017

Career Opportunities for You In The Measurement and Control Industry

Project Outreach
Job Development and Training Department
1401 Michigan Avenue
Detroit, Michigan 48216

Project Outreach (Pre-Apprentice Training)

Resident Instruction
Cook College
Rutgers University
New Brunswick, New Jersey 08903

Rittners School
345 Marlborough Street
Boston, Massachusetts 02115

The New Profession

State of New Jersey
Department of Labor and Industry
Division of Planning & Research
P.O. Box 2765
Office of Publications
Room #1010
Trenton, New Jersey 08625

Clerk Typist
Offset Pressman
Stock Clerk
Television Service and Repairmen
Watchmaker

UAW Job Development & Training Program
1401 Michigan Avenue
Detroit, Michigan 48216

Preparing for Jobs
A Report for UAW's Job Development and Training Program
Project Outreach U.A.W.

U.S. Department of Health, Education and Welfare
Office of Education
Washington, D.C. 20202

(E) Career Education: What Proof Do We Have that It Works?
Dealing in Futures

U.S. Department of Labor
Manpower Administration
Bureau of Apprenticeship & Training
601 D Street, N.W.
Room 5000
Washington, D.C. 20213

National Apprenticeship Standards for the UAW
Occupational Outlook Brief-Clerical Occupations
Thinking of a Clerical Job
Train for a Skilled Job Through Apprenticeship

U.S. Office of Career Education
Room 3100, ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202

(E) Application of the Concept of Career Education to Higher Education
(E) Career Education and Basic Academic Achievement: A Descriptive Analysis of the Research
(E) Career Education and the Business-Labor Industry Community
(E) Career Education: How to Do It; Creative Approaches by Local Practitioners
(E) Career Education and Human Resources
(E) Career Education and the Meanings of Work
(E) Career Education in 1974: A View From the Commissioner's Desk
(E) Career Education: Programs and Progress: A Report on U.S. Office of Education Activities in Career Education in Fiscal Year 1973
(E) Career Education for Special Populations
(E) Career Education: The State of The Scene
(E) Career Education: The USOE Perspective
(E) Career Education and Vocational Education
(E) A Classification Scheme for Career Education Resource Materials
(E) Classroom Teachers and Career Ecucation
(E) Community Resources for Career Education
(E) Conditions in Education Calling for Career Education

(E) The Efficiency of Career Education

(E) Elementary and Secondary Career Education act of 1977: Hearings Before the Committee on Education and Labor, House of Representatives, 95th Congress on H.R. 7

(E) Evaluation and Educational Decision-Making: A Functional Guide to Evaluating Career Education

(E) An Introduction to Career Education: A Policy Paper of the U.S.O.E.

(E) K-12 Classroom Teachers and Career Education

(E) The Liberal Arts and Career Education

(E) Listing of Career Education Projects Funded Under Section 406, Title IV, Public Law 93-380; First Year's Program; Fiscal Year 1975 Funding

(E) Monograph on Career Education: Career Education and Human Services

(E) Monograph on Career Education: Career Education - What Proof Do We Have That It Works?

(E) Monograph on Career Education: Conditions Calling for Educational Reform; an Analysis

(E) Monograph on Career Education: The Liberal Arts and Career Education; A Look at the Past and the Future

(E) Monograph on Career Education: A Review of Career Education Evaluation Studies

(E) Monograph on Career Education: The Reserve Army of the Underemployed

(E) The Professional Education of Human Services Personnel

(E) Profiles of Career Education Projects Supported Under Section 406 of Public Law 93-380; First Year's Program; Fiscal Year 1975 Funding

(E) Prospectives for the Problem of Evaluation in Career Education

(E) Refining the Career Education Concept

(E) The Reserve Army of the Underemployed

(E) The School Counselor and Career Education

(E) A Systematic Approach to Evaluating Career Education Materials at the Local Level

(E) Taxonomy and Profiles of Career Education

(E) What Does Career Education Do To Kids? A Synthesis of 1975-76 Evaluation Results

Water Pollution Control Federation
3900 Wisconsin Avenue, N.W.
Washington, D.C. 20016

Careers in Water Pollution Control

APPENDIX

APPENDIX A

ALPHABETICAL INDEX BY OCCUPATIONS

Accountant 57, 58, 59, 60, 61, 65, 66, 85
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APPENDIX B

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APPENDIX C

INDIANA CAREER RESOURCE CENTER

1201-09 S. Greenlawn • South Bend, IN 46615 • 219/289-2851

Dear School Relations or Educational Director,

An Indiana State Plan for Career Education is presently being developed. In part, it will contain a detailed listing of resources you, and others like you make available to youth to enhance their career development.

In order to develop this listing of resources we need your cooperation. Since you have operations in Indiana, we are requesting that you provide us, by return mail if possible, a short description of each information piece you presently make available to educators or youth to enhance career education. If you could also provide a single copy of the piece it would be appreciated.

It would be helpful if you would limit your listing to those pieces that:

1. have become available since 1974
2. are free or inexpensive on request,
3. are not intended to publicize products or services,
4. are intended to provide youth with world of work information, including economic and occupational demands, or
5. are intended to provide youth with techniques for self-development and/or skills in communication and career survival, or
6. are intended to provide youth with techniques for formulating individual education or career plans, or
7. are intended to instruct educators in concepts of work/education relationships.

Since the listing we are developing will organize the resources according to the nature of the enterprise to which each organization most closely relates, please classify the nature of your major operations. Choose one of the following as the enterprise to which you would most closely identify:

a. Agricultural/Forestry
b. Mining
c. Transportation
d. Service
e. Construction
f. Manufacturing
g. Government/ Public Services
h. Retail and/or Wholesale Trade
i. Finance/Insurance

Please address your responses to:

Dr. Gerald O. Dudley, Director
Indiana Career Resource Center
1209 South Greenlawn Avenue
South Bend, Indiana 46615